

*Commonwealth of Virginia*

# EMERGENCY OPERATIONS PLAN

Volume 1

## BASIC PLAN

Developed in coordination with the  
Federal Emergency Management Agency  
and published by the Virginia  
Department of Emergency Management





*Commonwealth of Virginia*  
*Office of the Governor*

## *Executive Order*

**NUMBER SIXTY-FIVE (2004)**

### **PROMULGATION OF THE COMMONWEALTH OF VIRGINIA EMERGENCY OPERATIONS PLAN**

By virtue of the authority vested in me by Section 44-146.17 of the Code of Virginia as Governor and as Director of Emergency Management, I hereby promulgate and issue the Commonwealth of Virginia Emergency Operations Plan ("the Plan") dated 2004. The Plan provides for state government's response to emergencies and disasters wherein assistance is needed by affected local governments in order to save lives; to protect public health, safety, and property; to restore essential services; and to enable and assist with economic recovery.

The State Coordinator of Emergency Management, on behalf of the Governor, is hereby authorized to activate the Commonwealth of Virginia Emergency Operations Center ("State EOC") in order to direct and control state government emergency operations. Activation of the State EOC shall constitute implementation of the Plan.

In accordance with the duties and responsibilities assigned in the Plan, the head of each designated state department or agency shall appoint a lead and at least one alternate Emergency Coordination Officer for the agency. The Emergency Coordination Officer is assigned the following responsibilities:

1. Coordinate with the Department of Emergency Management on emergency preparedness, response, and recovery issues;
2. Prepare and maintain designated parts of the Plan for which the agency is responsible;
3. Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the Plan;


4. Maintain a roster of agency personnel to assist in disaster operations and ensure that persons on the roster are accessible and available for training, exercises, and activations of the Plan;
5. Coordinate appropriate training for agency personnel assigned to disaster operations;
6. Prepare and maintain internal emergency preparedness, response, and recovery plans for the agency's resources (facilities, personnel, and assets) that outline a comprehensive and effective program to ensure continuity of essential state functions under all circumstances;
7. Assure the State Coordinator of Emergency Management that preparedness plans for its facilities are coordinated with the applicable local emergency management agency.

The Plan is consistent with the Commonwealth of Virginia Emergency Services and Disaster Law of 2000 (Chapter 3.2, Title 44 of the Code of Virginia, as amended) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) with its implementing regulations.

This Executive Order rescinds Executive Order Number Seventy-three (97) issued on May 9, 1997, by Governor George Allen.

This Executive Order shall be effective upon its signing and shall remain in full force and effect until amended or rescinded by further executive order.

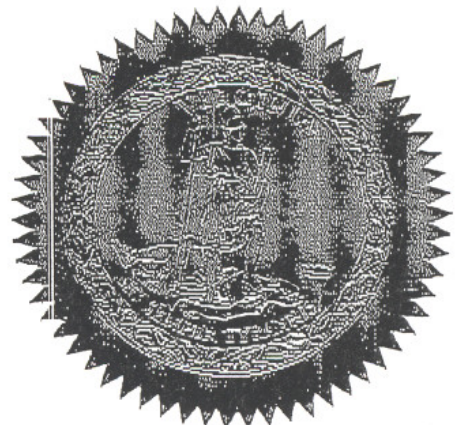
Given under my hand and under the Seal of the Commonwealth of Virginia, this 1<sup>st</sup> day of April 2004.

  
Mark R. Warner, Governor

Attest:



Secretary of the Commonwealth



## **BASIC PLAN**

### **PREFACE**

Virginia is vulnerable to a variety of hazards such as flash flooding, major river flooding, hurricanes, hazardous materials incidents, and resource shortages. The "Commonwealth of Virginia Emergency Services and Disaster Laws of 2000" (Code of Virginia, § 44-146.13 to 44-146.29:2, see Appendix 1) require that state and local governments develop and maintain current Emergency Operations Plans (EOP) in order to be prepared for such events. A planned-for and coordinated response on the part of state and local officials in support of in-the-field emergency responders can save lives, protect property, and more quickly restore essential services.

The Commonwealth of Virginia Emergency Operations Plan (COVEOP) consists of a Basic Plan (Volume 1), a Recovery Plan (Volume 2), and other subplans as listed below. The Basic Plan describes the basic concepts of operation, assigns emergency response duties and responsibilities to departments and agencies, and includes an executive order from the Governor that promulgates the entire State EOP.

Volume 1: Basic Plan with Emergency Response Annexes	Volume 5: Hurricane Emergency Response
Volume 2: Disaster Recovery	Volume 6: Hazard Mitigation Management
Volume 3: Radiological Emergency Response	Volume 7: Transportation Emergency Operations
Volume 4: Oil and Hazardous Materials Emergency Response	Volume 8: Terrorism Consequence Management

The functional annexes to the Volume 1: Basic Plan explain in general terms how the Commonwealth will organize and conduct emergency response operations in support of disaster-affected localities. These annexes organize state agencies and support organizations into emergency support functions in order to be compatible with the Federal Response Plan. Volumes 2 – 8 are an extension of the Volume 1: Basic Plan. This multi-volume concept evolved as separate volumes were needed to adequately address separate programs or hazards.

Funding assistance for the maintenance of state and local EOPs is provided by the Federal Emergency Management Agency and all plans are in accordance with guidance provided by that agency. The state's emergency operations must be compatible with the Federal Response Plan and the FEMA Regional Response Plan (Region III). In the event of a major disaster, federal manpower and resources will be available to augment and supplement state and local emergency operations as needed. Then, during the recovery period, FEMA will implement "The Stafford Act" whereby federal disaster assistance is provided to affected local governments and individuals as needed to help them to return to pre-disaster conditions.

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## BASIC PLAN

### PURPOSE

The Basic Plan part of the Commonwealth of Virginia Emergency Operations Plan (State EOP) is an overview of the state's emergency response organization and policies. It provides for state-level emergency operations in response to any type of disaster or large-scale emergency affecting Virginia. It assigns duties and responsibilities to departments, agencies, and support organizations for disaster mitigation, preparedness, response, and recovery. It also provides the needed framework within which more detailed emergency plans and procedures can be developed and maintained by both state agencies and local governments. Continuity of Operations (COOP) plans shall be developed by each organization with essential emergency management program functions, as identified at Appendix 2. These plans shall identify the critical and time-sensitive missions, applications, processes, and functions to be recovered and continued in an emergency or disaster; including alternate operating capabilities.

### SITUATION AND ASSUMPTIONS

- A. **"The Commonwealth of Virginia Emergency Services and Disaster Law of 2000"** requires that the state and each city and county within the state establish an emergency management organization and that they develop and maintain a current Emergency Operations Plan (EOP) structured around existing constitutional government.
- B. Historically, major emergencies in Virginia have been floods, hurricanes, winter storms, hazardous materials accidents, gas pipeline accidents, power failures, resource shortages, drought, and environmental contamination. Such hazards are ever-increasing due to factors such as urban development in vulnerable coastal areas, industrial expansion, traffic congestion, and the widespread use and transport of hazardous materials.
- C. In Virginia, counties and independent cities have the primary responsibility for emergency operations and will commit all available resources to save lives and minimize property damage. Should local emergency response capabilities be overwhelmed, outside assistance is available, either through mutual aid agreements with nearby jurisdictions, members of the Commonwealth's Statewide Mutual Aid Program or from the state through the Virginia Emergency Operations Center (VEOC).
- D. The emergency management mission of Virginia state government, in cooperation with federal agencies and local governments, is to plan and prepare for emergency operations which will ensure that casualties and property damage will be minimized and normal operations will be restored as rapidly as possible in the event of a large-scale emergency or disaster situation.

- E. Once a disaster is declared by the President, federal disaster assistance may be available for such items as the repair and reconstruction of buildings and roads or for individual assistance to persons displaced from their homes. A substantial and well-documented federal-state-local coordination effort is required to implement such assistance. See the State EOP, **Volume 2: Disaster Recovery Plan**.

## CONCEPT OF OPERATIONS

- A. The State EOP and local EOPs are predicated upon the concept that emergency operations will begin at the city and county level. State assistance will be provided upon request when emergency or disaster needs exceed local capabilities. Should the state become overwhelmed, as with a major flood or hurricane, federal disaster assistance becomes available, especially during the recovery period. A local emergency should be declared and local resources capable of handling the situation should be fully committed before state and federal assistance is requested.
- B. The State EOP defines the role of local, state, and federal governments before (mitigation and preparedness), during (response), and after (recovery) a disaster or major emergency. It establishes the concepts and policies under which all elements of state government and its political subdivisions will operate during emergencies. It provides a basis for the preparation of more detailed plans and procedures and for state/local emergency management training programs.
- C. Departments and agencies of state government that have been assigned primary emergency response or recovery duties and responsibilities must develop and maintain their designated part(s) of the State EOP. Local governments must also maintain their local EOPs in accordance with the guidance and operational concepts set forth in the State EOP. Hazard-specific subplans to the State EOP and local EOPs will contain more detailed procedures as needed, to include increased readiness action checklists and specific reporting requirements.
- D. The "Commonwealth of Virginia Emergency Services and Disaster Law of 2000," **Section 44-146.19** requires that each city and county prepare and keep current an Emergency Operations Plan (EOP). These local plans should be officially adopted and promulgated by county boards of supervisors or city managers. Each should be staffed, revised, exercised, readopted, reprinted, and reissued at least every five years in order to be considered current and in compliance with the above law. Local EOP Guidance and assistance is provided by the Virginia Department of Emergency Management (VDEM), see **Appendix 4**.
- E. The "Commonwealth of Virginia Emergency Services and Disaster Law of 2000" further provides that emergency management organizations and operations will be structured around existing constitutional government. The Governor is the Director of Emergency Management for the Commonwealth. As authorized by this law, he appoints a State Coordinator of Emergency Management to head the Virginia

Department of Emergency Management (VDEM).

- F. The state disaster law also requires that each political subdivision shall have a Director of Emergency Management. In the case of a city, he shall be the mayor or city manager; and in the case of a county, he shall be a member of the Board of Supervisors, selected by the Board, or the chief administrative officer for the county. In the case of a city or county, the Director of Emergency Management has the authority to appoint, with consent of the local council or governing body, a Coordinator of Emergency Management. In the case of a town, a Coordinator of Emergency Management may be appointed by the town council to ensure integration of its organization into the county Emergency Management organization.
- G. The state organization for emergency operations includes:
1. The Governor and his immediate staff.
  2. The Virginia Department of Emergency Management (VDEM) and the primary State Emergency Operations Center (State EOC) located in Richmond.
  3. State departments and agencies assigned emergency responsibilities or having the capability to provide needed assistance in an emergency situation (see **Appendix 1**).
  4. Liaison personnel from selected federal agencies and participating quasi-public agencies.
  5. Local governments. Each city and county is required to have an emergency management organization. Locally-available manpower, materials, equipment, and facilities are identified in each local Emergency Operations Plan (EOP). Non-affected localities should expect to be requested to provide assistance.
  6. Federal agencies upon request within their statutory authority.
  7. Non-governmental organizations, including but limited to,
    - a. American National Red Cross.
    - b. Salvation Army.
    - c. Virginia Association of Volunteer Rescue Squads, Inc.
    - d. State and Regional Defense Airlift (SARDA) volunteers.
    - e. Radio Amateur Civil Emergency Services (RACES).
    - f. Civil Air Patrol.

- g. Volunteer search and rescue organizations.
  - h. Church relief organizations.
  - i. Civic organizations.
8. Private Sector (on a voluntary basis only).
- a. Private industry
  - b. Private individuals
- H. Each functional part of the State EOP includes a concept of operations and an action checklist to help each function or agency prepare for emergency operations. Agencies with primary emergency duties and responsibilities are also expected to develop and maintain separately published and more detailed procedures manuals (SOPs) as needed.
- I. The following general principles apply to all parts of the State EOP:
- 1. Direction of emergency operations will be exercised by the lowest level of government affected.
  - 2. State departments and agencies having emergency responsibilities will provide assistance directly to political subdivisions where possible. Those having divisions, districts, or local offices in the state will direct their area supervisors to participate in the local EOP planning process and become a part of the local emergency response organization, as appropriate.
  - 3. ***On-scene coordination of emergency response will be accomplished within the Incident Command System (ICS) framework allowing for the incorporation of local, state, federal agencies and other responsible parties into one organizational framework called the Unified Command.***
  - 4. Federal assistance is supplemental to, not a substitute for, relief provided by the state and its political subdivisions.
  - 5. All appropriate locally-available forces and resources will be fully committed by the affected local government before requesting assistance from a higher level of government.
  - 6. Support furnished to local government from outside sources will be assigned on a mission-type basis and will be under the operational control of the department, agency, or office furnishing the support.

## J. Emergency Declarations

- a. 1. Whenever, in the opinion of the Governor, the safety and welfare of the people of the state require extreme emergency measures due to a threatened or actual disaster, he may declare a “state of emergency” to exist in the state, or any portion thereof, for the purpose of aiding the affected individuals and local governments. (See Appendix 1, the Commonwealth of Virginia Emergency Services and Disaster Laws of 2000, **Section 44-146.17.**)
- b. Whenever the Governor declares a state of emergency, each political subdivision within the disaster area may, under the control and supervision of the Governor or his designated representative, enter into contracts and incur obligations necessary to combat such threatened or actual disaster, protect the health and safety of persons and property, and provide emergency assistance to the victims of such disaster. In exercising this authority under the supervision and control of the Governor or his designated representative, the political subdivision may proceed without regard to time-consuming procedures and formalities prescribed by law (except for mandatory constitutional requirements) pertaining to the performance of public works, entering into contracts, incurring obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, and appropriation and expenditure of public funds.
- c. Warning of an impending emergency may be disseminated to local governments by the Department of State Police, National Weather Service, the State EOC, or other sources. A local emergency may also occur, of course, without warning.
- d. A local emergency may be declared by the local Director of Emergency Management with the consent of the governing body of the political subdivision or by the Director or any member of the governing body in the event the governing body cannot convene due to the disaster. (See Appendix 1, the Commonwealth of Virginia Emergency Services and Disaster Laws of 2000, **Section 44-146.21.**) The declaration of a local emergency will activate the local EOP and authorize the furnishing of aid and assistance thereunder.
- e. Whenever a local emergency has been declared, the Director of Emergency Management of each political subdivision or any member of the governing body in the absence of the Director, if so authorized by the governing body, may enter into contracts and incur obligations as necessary to mitigate the effects of the event, to protect the health and safety of persons and property, and to provide emergency assistance to event-related victims. (See Appendix 1, the Commonwealth of Virginia Emergency Services and Disaster Laws of 2000, **Section 44-146.21.**)

- f. 6. Upon declaration of a local emergency, the local Director of Emergency Management will notify the State EOC immediately, and thereafter will provide a daily situation report for the duration of the emergency period. (See **Annex A: Direction and Control, Attachment 3, Tab A.**)
- K. Emergency duties and responsibilities, to include the preparation and maintenance of appropriate plans and procedures, are assigned to state departments and agencies in Appendix 2.
- L. L. State departments with offices in localities should designate a state-level coordinator to assure the active participation of these employees, as appropriate, in the local emergency planning process. They should be prepared to assist local governments with damage assessment and other services as needed.
- M. When the State EOC provides assistance, to include on-site representation at an incident, overall command and control authority will remain with local government, except in cases where state or federal law transfers authority and responsibility to a specific state or federal agency (e.g., EPA at a Superfund site, U. S. Coast Guard at an oil spill in coastal waters, or the State EOC for a multi-jurisdictional search operation involving a missing aircraft).
- N. State departments and agencies will also:
  - 1. Issue appropriate emergency instructions and public information in the area of their assigned emergency responsibilities. These actions will be coordinated with the State EOC.
  - 2. Disseminate warnings to appropriate personnel of their departments and agencies.
  - 3. Provide for disaster preparedness and coordination of response to disaster situations.
  - 4. Provide for continuity of government by:
    - a. Establishing lines of succession.
    - b. Establishing appropriately staffed emergency command centers with primary and backup communications and other supplies and equipment needed to support emergency operations.
    - c. Preserving vital records.
  - 5. Selected state agencies will assign a liaison officer to the State EOC.

6. Submit situation reports to the State EOC as requested.
  7. Provide individual and organizational emergency training which will ensure that every individual involved in emergency management is adequately prepared to accomplish assigned tasks, operating in the framework of a responsive, efficient, and effective organization.
- O. The Governor will direct emergency operations through the regularly-constituted government structure. Succession to the Office of the Governor is established in the Constitution of the Commonwealth of Virginia in the following order:
1. Lieutenant Governor.
  2. Attorney General (if eligible).
  3. Speaker of the House of Delegates (if eligible).
  4. Person selected by the House of Delegates.
- P. Succession of other state government officials' positions will be provided for in the emergency response and continuity of operation plans of the departments and agencies concerned and incorporated into the State EOP as appropriate.
- Q. The governing bodies of all political subdivisions are responsible for the establishment of a government organization and for the development and maintenance of an Emergency Operations Plan (EOP) to accomplish effectively emergency responsibilities as set forth in the "Commonwealth of Virginia Emergency Services and Disaster Law of 2000," **Section 44-146.19**.
- R. The State Coordinator of Emergency Management/head of the Virginia Department of Emergency Management will maintain the primary State EOC which is located within the State Police Administrative Headquarters complex, 7700 Midlothian Turnpike, Richmond. During disasters he, or his designee, will assume the title of State Coordinating Officer (SCO) and will coordinate, on behalf of the Governor, state government emergency operations from the primary State EOC on a 24-hour basis. State departments, agencies, and supporting organizations will provide the names and telephone numbers of on-call duty personnel to the State EOC as appropriate. They will provide liaison personnel for duty in the State EOC as requested.
- S. Primary and backup communication networks necessary for the adequate control and coordination of emergency operations will be established, maintained, and operated as set forth in the Communications Annex. This communications and warning system must be capable of warning all cities and counties of a threatening large-scale emergency or disaster situation within a reasonable time. The dissemination of such warnings will take precedence over all other communications.

- T. Local Directors of Emergency Management are encouraged to develop formal mutual aid agreements with adjacent political subdivisions for reciprocal disaster assistance. Such agreements must be consistent with state plans and programs and should be included in local EOPs. In addition, each city, county, and town with a local emergency management organization should adopt the **Statewide Mutual Aid** program; see Annex M.
- U. All parts of the State EOP are effective for training, pre-emergency preparedness, or execution upon receipt.
- V. The State EOP will be executed when a natural or man-made disaster occurs or is imminent; when a notification is made by the State Coordinator of Emergency Management; or when a “state of emergency” is declared by the Governor.

## W. Operations Periods

Figure 1:

### Commonwealth of Virginia Emergency Operations Plan OPERATIONS PERIODS

#### **Routine Operations**

Emergency operations plans and procedures are developed and maintained. Training and test exercises are conducted periodically as required to maintain readiness.

#### **Increased Readiness**

When a disaster threatens, all departments and agencies having responsibilities will take action as called for in their respective parts of the plan. (The following optional levels of increased readiness may also be used in developing detailed procedures: **Communications Watch, Initial Alert, and Advanced Alert**).

#### **Response Operations**

Full-scale operations and a total commitment of manpower and resources are required to mobilize and respond in time of emergency. The State EOC must be advised of all significant actions.

- **Mobilization Phase**

Conditions worsen requiring full-scale mitigation and preparedness activities.

- **Emergency Phase**

Disaster strikes or is imminent.

- **Emergency Relief Phase**

Assistance is provided to affected individuals and organizations. Stop-gap measures (such as tent cities and potable water trucks) are implemented in order to provide essential services. Damage assessment surveys are conducted. This phase ends when the locality is no longer in an official state of emergency.

#### **Recovery Operations**

Essential facilities and services are restored. Displaced persons return to their homes. Federal disaster assistance programs are implemented. "Normal" conditions are restored. Severely-damaged structures are rebuilt or demolished and replaced. The damaged parts of the transportation, water, and communications infrastructure are replaced. The economy is restored. The duration of this period may extend for two years or more, depending upon the severity of the disaster.

*Note 1: Hurricane plans for coastal localities designate different operations periods based on hours before the arrival of gale force winds (i.e., 72-48 hours, 48-24 hours, 24-12 hours, 12-6 hours, and 6-0 hours). See the **Virginia Hurricane Emergency Response Plan** (State EOP, Volume 5).*

*Note 2: The **Radiological Emergency Response Plan** (State EOP, Volume 3) also sets forth different and hazard-specific operations periods.*

- X. State support to local governments and the coordination of emergency operations will be accomplished from the State EOC by the State Coordinator of Emergency Management assisted by selected state agencies and departments. The provision of state assistance does not replace local operational, legal, and financial responsibility and authority for emergency/disaster management.
- Y. The National Response Plan (NRP) was issued in 2004 in order to reflect incident management and other operational changes at the federal level, which were developed after the September 11<sup>th</sup>, 2001, Terrorists Attacks. The NRP supersedes the Federal Response Plan and details the processes, protocols and coordinating structures used to provide federal resources and manpower during increased readiness and response periods before and during an emergency as well as during the post-disaster recovery period.
- Z. Those officials responsible for implementing the State EOP are responsible for thoroughly familiarizing themselves and their personnel with its contents and for developing effective procedures for carrying out assigned tasks and functions.
- AA. The State Coordinator of Emergency Management is responsible for maintaining, updating, and republishing the State EOP. State departments and agencies will provide their input as requested. Responsible officials at all levels of government are encouraged to recommend improvements and changes they think appropriate at any time.

## PREPAREDNESS AND PLAN MAINTENANCE

### A. Coordination

1. The Commonwealth of Virginia uses the “preparedness organization” concept described in the NIMS for preparedness and maintenance of the EOP. These organizations typically include all agencies with a role in incident management and provide a forum for coordination of planning, training, equipping, and other preparedness requirements.
2. The Secure Commonwealth Panel (SCP), the Emergency Coordination Officers Group (ECOG), and the Virginia Emergency Response Team (VERT) are the primary State headquarters-level organizations for preparedness activities under the EOP.
3. The Secure Commonwealth Panel (SCP) serves as the senior oversight group for the EOP, providing an interagency forum for review of EOP-related plans, policy guidance, and issues resolution.
4. The Emergency Coordination Officers Group (ECOG) serves as the interagency planning group for preparedness and is comprised of Agency Emergency Coordination Officers and their alternates from each department/agency assigned

duties and responsibilities within the EOP. The ECOs are responsible for developing plans and procedures, incorporating lessons learned and best practices, ensuring functional coordination and updating Functional, Support and Incident Annexes of the EOP.

5. The Virginia Emergency Response Team (VERT) is comprised of representatives of the State's departments/agencies and VOAD organizations assigned duties and responsibilities within the EOP who staff the Emergency Operations Center, Joint Field Office and other organizational elements implementing the State's emergency response and recovery efforts. In addition, members of the VERT provide valuable input to the agency ECOs for EOP review and update. The VERT meets at least semi-annually for training and/or exercise participation.

## **B. Plan Maintenance**

1. *The Virginia Department of Emergency Management (VDEM) maintains the State's Emergency Operations Plan (EOP) in coordination with the Secure Commonwealth Panel, State Agency Emergency Coordination Officers (ECO) and the Virginia Emergency Response Team (VERT). The EOP is updated periodically as required to incorporate new Gubernatorial directives, legislative changes, and procedural changes based on lessons learned from exercises and actual events. This section establishes procedures for interim changes and full updates of the EOP*
2. *Changes include additions of new or supplementary material and deletions. No proposed change should contradict or override authorities or other plans now contained in statute or regulation.*
3. *Any department or agency may propose and develop a change to the EOP. The agency proposing the change is responsible for coordinating the change among the primary and support agencies of each affected ESF and any associated agency program areas as required. The proposing agency then must:*
  - a. *Obtain the official written approval for the change from the appropriate senior officials of the affected agencies; and*
  - b. *Provide the final change to the VDEM for tracking, review, and official issuance.*
4. *Notice of Change. After coordination has been accomplished, including receipt of the necessary signed approval supporting the final change language, VDEM will issue an official Notice of Change.*
  - a. *The notice will specify the date, number, subject, purpose, background, and action required, and provide the change language on one or more numbered and dated insert pages that will replace the previous pages in the*

## ***EOP.***

- b. Once published, the changes will be considered part of the EOP for operational purposes pending a formal revision and re-issuance of the entire document.***
- 5. Distribution. VDEM will distribute each Notice of Change to all participating state agencies, FEMA Region III, and local emergency management offices. Notices of Change to other organizations will be provided upon request.***
- 6. Re-issuance of the EOP. Working toward continuous improvement, VDEM is responsible for coordinating full reviews, revision and re-issuance of the EOP every 4 years, or more frequently if the State Coordinator of Emergency Management deems necessary. The review will consider lessons learned and best practices identified during exercises and response to actual events. VDEM will distribute a revised EOP for review and concurrence to the Secure Commonwealth Panel prior to forwarding to the Governor for approval and promulgation by Executive Order.***

## **AUTHORITIES**

### **A. Federal**

- 1. The Federal Civil Defense Act of 1950, Public Law 81-920, as amended.**
- 2. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.**
- 3. "Emergency Services and Assistance," Code of Federal Regulations, Title 44.**

### **B. State**

- 1. "Commonwealth of Virginia Emergency Services and Disaster Law of 2000," Sections 44-146.13 to 44-146.29:2, Code of Virginia. (See Appendix 1)**
- 2. Commonwealth of Virginia, Office of the Governor, Executive Order Number Four (2002), Delegation of Governor's Authority to Declare a State of Emergency and to Call the Virginia National Guard to Active Service for Emergencies or Disasters ...**
- 3. Commonwealth of Virginia, Office of the Governor, Executive Order Number Sixty-Five (2004), Promulgation of the Commonwealth of Virginia Emergency Operations Plan.**
- 4. Commonwealth of Virginia, Office of the Governor, Executive Order**

**Number Sixty-Nine (2004)**, Virginia's Secure Commonwealth Initiative.

## REFERENCES

- A. *The National Response Plan*, *Department of Homeland Security, December 2004.*
- B. "CCA General Program Guidelines," CPG 1-3, Federal Emergency Management Agency, August 1992.
- C. **"Guide for All-Hazards Emergency Operations Planning,"** SLG 101, Federal Emergency Management Agency, September 1996.

## DEFINITIONS

Commodity Manager - A state department or agency designated to be responsible for the management of available supplies of that commodity or resource. (See Annex I: Energy.)

Declaration of Emergency - Whenever, in the opinion of the Governor, the safety and welfare of the people of the state require the exercise of extreme emergency measures due to a threatened or actual disaster, he may declare a state emergency to exist.

Disaster Field Office (DFO) - An administrative office established by FEMA and staffed by appropriate federal/state personnel following a disaster declaration by the president.

Emergency (or Disaster) – An event that demands a crisis response beyond the scope of any single line agency or service (e.g. beyond the scope of just the police department, fire department, etc.) and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the cope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

Emergency Alert System (EAS) - A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner, according to the State EAS Plan to inform the public of needed protective actions in the event of an emergency or disaster situation.

Emergency Operations Center (EOC) - The facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

Emergency Operations Plan (EOP) - A document, which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

Emergency Management - The preparation for and the carrying out of functions, other than functions for which military forces are primarily responsible, to prevent, minimize,

and repair injury and damage resulting from natural or man-made disasters. These functions include firefighting, law enforcement and security, medical and health, search and rescue, public works and engineering, communications, and the care of displaced persons.

Emergency Support Function (ESF) - A function as explained in the National Response Plan, which tasks federal agencies to provide and/or coordinate certain resources in response to emergencies or disasters. State Emergency Support Functions are outlined Appendix 2.

Exercise - An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

Federal Disaster Assistance - Aid to disaster victims or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of 1988 (PL 93-288).

Hazardous Materials (HazMat) - A substance or material in a quantity or form that may pose an unreasonable risk to health and safety or property when released to the environment.

Incident Command System (ICS) - An open-ended organizational structure designed to effectively direct and control an in-the-field emergency response.

Interjurisdictional Agency for Emergency Services - Any organization established between contiguous political subdivisions to facilitate the cooperation and protection of the subdivision in the work of disaster prevention, preparedness, response, and recovery.

Local Emergency - The condition declared by the local governing body when, in their judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship, or suffering threatened or caused thereby. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of the local governing body.

Local Emergency Services Organization - An organization created in accordance with the provisions of Section 44-146.19 of the Code of Virginia by local authority to perform local emergency services functions.

Major Disaster/Emergency Determined by the President - These terms are defined in the Stafford Act (Public Law 93-288) and have a specific meaning in the context of federal disaster relief and emergency assistance. They are declared by the President when local and state response capabilities are overwhelmed and federal disaster assistance is needed.

**Man-Made Disaster** - Any industrial, nuclear, or transportation accident, explosion, conflagration, power failure, resource shortage, or other condition, except enemy action, resulting from man-made causes, such as sabotage, oil spills, and other injurious environmental contamination which threatens or causes damage to property, human suffering, hardship, or loss of life.

**Mitigation** - Mitigation activities are those that either prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or other emergency.

**National Weather Service (NWS)** - The federal agency which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency Services officials.

**Natural Disaster** - Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, or other natural catastrophe, resulting in damage, hardship, suffering, or possible loss of life.

**Recovery** - Recovery involves restoring systems to normal after the emergency. Some long-term recovery actions may continue for months or even years.

**Repatriation** - The act of returning U. S. citizens and their dependents to the U. S. by government direction and assistance in response to a major natural or technological disaster, political unrest, or the outbreak of war.

**Severe Weather Warning** - An advisory broadcast message from the NWS which indicates that a particular severe weather storm has actually been sighted or is occurring in an area or indicated by radar, and serves notice to the public that severe conditions are imminent.

**Severe Weather Watch** - An advisory broadcast message from the NWS which indicates the probability of a particular severe weather storm is high, and is an alert to the public of such severe weather conditions.

**Stafford Act** - The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-707. In this plan, it is referred to as "the Stafford Act". A federal statute which provides for the prompt delivery of federal assistance to affected local governments and individuals following a major disaster, especially when state and local relief resources are overwhelmed.

**Standing Operating Procedures (SOPs)** - Preplanned instructions, usually in checklist format, which are used to facilitate the completion of assigned tasks in time of emergency. SOPs supplement EOPs and are usually published separately. They include items such as call-up lists, manning documents, and resource lists.

State of Emergency - The condition declared by the Governor when, in his judgment, the threat or actual occurrence of a disaster in any part of the state is of sufficient severity and magnitude to warrant disaster assistance by the state to supplement the effort and available resources of any locality or relief organization in preventing or alleviating the damage, loss, hardship, or suffering threatened or caused thereby and is so declared by him when it is evident that state resources are needed to cope with such disasters.

Voluntary Organizations Active in Disasters (VOAD) - Coalition of nongovernmental agencies that actively participate in disaster response and recovery.

Warning - The alerting of public officials, emergency support services, and the general public to a threatened emergency or disaster situation.

Basic Plan, Appendix 1

**Virginia Emergency Services and Disaster Laws**

Downloaded from the Virginia General Assembly Legislative Information System <http://leg1.state.va.us/>

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**Title 44.**

**Military and Emergency Laws.**

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**CHAPTER 3.2.**

**EMERGENCY SERVICES AND DISASTER LAW.**

**§ 44-146.13. Short title.**

This chapter may be cited as the "Commonwealth of Virginia Emergency Services and Disaster Law of 2000."

**§ 44-146.14. Findings of General Assembly.**

(a) Because of the ever present possibility of the occurrence of disasters of unprecedented size and destructiveness resulting from enemy attack, sabotage or other hostile action, resource shortage, or from fire, flood, earthquake, or other natural causes, and in order to insure that preparations of the Commonwealth and its political subdivisions will be adequate to deal with such emergencies, and generally to provide for the common defense and to protect the public peace, health, and safety, and to preserve the lives and property and economic well-being of the people of the Commonwealth, it is hereby found and declared to be necessary and to be the purpose of this chapter:

(1) To create a State Department of Emergency Management, and to authorize the creation of local organizations for emergency management in the political subdivisions of the Commonwealth;

(2) To confer upon the Governor and upon the executive heads or governing bodies of the political subdivisions of the Commonwealth emergency powers provided herein; and

(3) To provide for rendering of mutual aid among the political subdivisions of the Commonwealth and with other states and to cooperate with the federal government with respect to the carrying out of emergency service functions.

(b) It is further declared to be the purpose of this chapter and the policy of the Commonwealth that all emergency service functions of the Commonwealth be coordinated to the maximum extent possible with the comparable functions of the federal government, other states, and private agencies of every type, and that the Governor shall be empowered to provide for enforcement by the Commonwealth of national emergency services programs, to the end that the most effective preparation and use may be made of the nation's resources and facilities for dealing with any disaster that may occur.

#### **§ 44-146.15. Construction of chapter.**

Nothing in this chapter is to be construed to:

(1) Limit, modify, or abridge the authority of the Governor to exercise any powers vested in him under other laws of this Commonwealth independent of, or in conjunction with, any provisions of this chapter;

(2) Interfere with dissemination of news or comment on public affairs; but any communications facility or organization, including, but not limited to, radio and television stations, wire services, and newspapers, may be required to transmit or print public service messages furnishing information or instructions in connection with actual or pending disaster;

(3) Affect the jurisdiction or responsibilities of police forces, fire-fighting forces, units of the armed forces of the United States or any personnel thereof, when on active duty; but state, local and interjurisdictional agencies for emergency services shall place reliance upon such forces in the event of declared disasters; or

(4) Interfere with the course of conduct of a labor dispute except that actions otherwise authorized by this chapter or other laws may be taken when necessary to forestall or mitigate imminent or existing danger to public health or safety.

#### **§ 44-146.16. Definitions.**

As used in this chapter unless the context requires a different meaning:

"Communicable disease of public health threat" means an illness of public health significance, as determined by the State Health Commissioner in accordance with regulations of the Board of Health, caused by a specific or suspected infectious agent that may be reasonably expected or is known to be readily transmitted directly or indirectly from one individual to another and

has been found to create a risk of death or significant injury or impairment; this definition shall not, however, be construed to include human immunodeficiency viruses or tuberculosis, unless used as a bioterrorism weapon. "Individual" shall include any companion animal. Further, whenever "person or persons" is used in Article 3.02 (§ 32.1-48.05 et seq.) of Chapter 2 of Title 32.1, it shall be deemed, when the context requires it, to include any individual;

"Discharge" means spillage, leakage, pumping, pouring, seepage, emitting, dumping, emptying, injecting, escaping, leaching, fire, explosion, or other releases;

"Emergency" means any occurrence, or threat thereof, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources and may involve governmental action beyond that authorized or contemplated by existing law because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens or the environment of the Commonwealth or some clearly defined portion or portions thereof;

"Emergency services" means the preparation for and the carrying out of functions, other than functions for which military forces are primarily responsible, to prevent, minimize and repair injury and damage resulting from natural or man-made disasters, together with all other activities necessary or incidental to the preparation for and carrying out of the foregoing functions. These functions include, without limitation, fire-fighting services, police services, medical and health services, rescue, engineering, warning services, communications, radiological, chemical and other special weapons defense, evacuation of persons from stricken areas, emergency welfare services, emergency transportation, emergency resource management, existing or properly assigned functions of plant protection, temporary restoration of public utility services, and other functions related to civilian protection. These functions also include the administration of approved state and federal disaster recovery and assistance programs;

"Hazard mitigation" means any action taken to reduce or eliminate the long-term risk to human life and property from natural hazards;

"Hazardous substances" means all materials or substances which now or hereafter are designated, defined, or characterized as hazardous by law or regulation of the Commonwealth or regulation of the United States government;

"Interjurisdictional agency for emergency management" is any organization established between contiguous political subdivisions to facilitate the cooperation and protection of the subdivisions in the work of disaster prevention, preparedness, response, and recovery;

"Local emergency" means the condition declared by the local governing body when in its judgment the threat or actual occurrence of an emergency or disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby; provided, however, that a local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of the local governing body, when he deems the threat or actual occurrence of such an emergency or disaster to be of sufficient

severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby; provided, however, nothing in this chapter shall be construed as prohibiting a local governing body from the prudent management of its water supply to prevent or manage a water shortage;

"Local emergency management organization" means an organization created in accordance with the provisions of this chapter by local authority to perform local emergency service functions;

"Major disaster" means any natural catastrophe, including any: hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought, or regardless of cause, any fire, flood, or explosion, in any part of the United States, which, in the determination of the President of the United States is, or thereafter determined to be, of sufficient severity and magnitude to warrant major disaster assistance under the Strafford Act (P.L. 43-288 as amended) to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby and is so declared by him;

"Man-made disaster" means any condition following an attack by any enemy or foreign nation upon the United States resulting in substantial damage of property or injury to persons in the United States and may be by use of bombs, missiles, shell fire, nuclear, radiological, chemical or biological means or other weapons or by overt paramilitary actions; terrorism, foreign and domestic; also any industrial, nuclear or transportation accident, explosion, conflagration, power failure, resources shortage or other condition such as sabotage, oil spills and other injurious environmental contaminations that threaten or cause damage to property, human suffering, hardship or loss of life;

"Natural disaster" means any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, fire or other natural catastrophe resulting in damage, hardship, suffering or possible loss of life;

"Political subdivision" means any city or county in the Commonwealth and for the purposes of this chapter, the Town of Chincoteague and any town of more than 5,000 population that chooses to have an emergency management program separate from that of the county in which such town is located;

"Resource shortage" means the absence, unavailability or reduced supply of any raw or processed natural resource, or any commodities, goods or services of any kind that bear a substantial relationship to the health, safety, welfare and economic well-being of the citizens of the Commonwealth;

"State of emergency" means the condition declared by the Governor when in his judgment, the threat or actual occurrence of an emergency or a disaster in any part of the Commonwealth is of sufficient severity and magnitude to warrant disaster assistance by the Commonwealth to supplement the efforts and available resources of the several localities, and relief organizations in preventing or alleviating the damage, loss, hardship, or suffering threatened or caused thereby and is so declared by him.

#### **§ 44-146.17. Powers and duties of Governor.**

The Governor shall be Director of Emergency Management. He shall take such action from time to time as is necessary for the adequate promotion and coordination of state and local emergency services activities relating to the safety and welfare of the Commonwealth in time of natural or man-made disasters.

The Governor shall have, in addition to his powers hereinafter or elsewhere prescribed by law, the following powers and duties:

(1) To proclaim and publish such rules and regulations and to issue such orders as may, in his judgment, be necessary to accomplish the purposes of this chapter including, but not limited to such measures as are in his judgment required to control, restrict, allocate or regulate the use, sale, production and distribution of food, fuel, clothing and other commodities, materials, goods, services and resources under any state or federal emergency services programs.

He may adopt and implement the Commonwealth of Virginia Emergency Operations Plan, which provides for state-level emergency operations in response to any type of disaster or large-scale emergency affecting Virginia and that provides the needed framework within which more detailed emergency plans and procedures can be developed and maintained by state agencies, local governments and other organizations.

He may direct and compel evacuation of all or part of the populace from any stricken or threatened area if this action is deemed necessary for the preservation of life, implement emergency mitigation, preparedness, response or recovery actions; prescribe routes, modes of transportation and destination in connection with evacuation; and control ingress and egress at an emergency area, including the movement of persons within the area and the occupancy of premises therein.

Executive orders, to include those declaring a state of emergency and directing evacuation, shall have the force and effect of law and the violation thereof shall be punishable as a Class 1 misdemeanor in every case where the executive order declares that its violation shall have such force and effect.

Such executive orders declaring a state of emergency may address exceptional circumstances that exist relating to an order of quarantine or an order of isolation concerning a communicable disease of public health threat that is issued by the State Health Commissioner for an affected area of the Commonwealth pursuant to Article 3.02 (§ 32.1-48.05 et seq.) of Chapter 2 of Title 32.1.

Except as to emergency plans issued to prescribe actions to be taken in the event of disasters and emergencies, no rule, regulation, or order issued under this section shall have any effect beyond June 30 next following the next adjournment of the regular session of the General Assembly but the same or a similar rule, regulation, or order may thereafter be issued again if not contrary to law;

(2) To appoint a State Coordinator of Emergency Management and authorize the appointment or employment of other personnel as is necessary to carry out the provisions of this chapter, and to remove, in his discretion, any and all persons serving hereunder;

(3) To procure supplies and equipment, to institute training and public information programs relative to emergency management and to take other preparatory steps including the partial or full mobilization of emergency management organizations in advance of actual disaster, to insure the furnishing of adequately trained and equipped forces in time of need;

(4) To make such studies and surveys of industries, resources, and facilities in the Commonwealth as may be necessary to ascertain the capabilities of the Commonwealth and to plan for the most efficient emergency use thereof;

(5) On behalf of the Commonwealth enter into mutual aid arrangements with other states and to coordinate mutual aid plans between political subdivisions of the Commonwealth;

(6) To delegate any administrative authority vested in him under this chapter, and to provide for the further delegation of any such authority, as needed;

(7) Whenever, in the opinion of the Governor, the safety and welfare of the people of the Commonwealth require the exercise of emergency measures due to a threatened or actual disaster, he may declare a state of emergency to exist;

(8) To request a major disaster declaration from the President, thereby certifying the need for federal disaster assistance and ensuring the expenditure of a reasonable amount of funds of the Commonwealth, its local governments, or other agencies for alleviating the damage, loss, hardship, or suffering resulting from the disaster; and

(9) To provide incident command system guidelines for state agencies and local emergency response organizations.

**§ 44-146.17:1. Transmittal to General Assembly of rules, regulations, and orders.**

The Governor shall cause copies of any order, rule, or regulation proclaimed and published by him pursuant to § 44-146.17 to be transmitted forthwith to each member of the General Assembly.

**§ 44-146.17:2. Annual statewide drill.**

The Governor shall conduct an annual statewide drill on response to a large-scale disaster including, but not limited to, electrical power outages. Such drill shall include the participation of local governments, affected state agencies, public utilities, law-enforcement agencies, and other entities as determined by the Governor. The Governor shall submit a report to the General Assembly on the results of the drill by November 30 of each year. The report shall be delivered to the chairs of the House Committee on Militia, Police and Public Safety and the Senate Committee on General Laws.

**§ 44-146.18. Department of Emergency Services continued as Department of Emergency Management; administration and operational control; coordinator and other personnel; powers and duties.**

A. The State Office of Emergency Services is continued and shall hereafter be known as the Department of Emergency Management. Wherever the words "State Department of Emergency Services" are used in any law of the Commonwealth, they shall mean the Department of Emergency Management. During a declared emergency this Department shall revert to the operational control of the Governor. The Department shall have a coordinator who shall be appointed by and serve at the pleasure of the Governor and also serve as State Emergency Planning Director. The Department shall employ the professional, technical, secretarial, and clerical employees necessary for the performance of its functions.

B. The State Department of Emergency Management shall in the administration of emergency services and disaster preparedness programs:

1. In coordination with political subdivisions and state agencies, ensure that the Commonwealth has up-to-date assessments and preparedness plans to prevent, respond to and recover from all disasters including acts of terrorism;
2. Conduct a statewide emergency management assessment in cooperation with political subdivisions, private industry and other public and private entities deemed vital to preparedness, public safety and security. The assessment shall include a review of emergency response plans, which include the variety of hazards, natural and man-made. The assessment shall be updated annually;
3. Submit to the Governor and to the General Assembly, no later than the first day of each regular session of the General Assembly, an annual executive summary and report on the status of emergency management response plans throughout the Commonwealth and other measures taken or recommended to prevent, respond to and recover from disasters, including acts of terrorism. This report shall be made available to the Division of Legislative Automated Systems for the processing of legislative documents and reports. Information submitted in accordance with the procedures set forth in subdivision 4 of § 2.2-3705.2 shall not be disclosed unless:
  - a. It is requested by law-enforcement authorities in furtherance of an official investigation or the prosecution of a criminal act;
  - b. The agency holding the record is served with a proper judicial order; or
  - c. The agency holding the record has obtained written consent to release the information from the State Department of Emergency Management;
4. Promulgate plans and programs that are conducive to adequate disaster mitigation preparedness, response and recovery programs;

5. Prepare and maintain a State Emergency Operations Plan for disaster response and recovery operations that assigns primary and support responsibilities for basic emergency services functions to state agencies, organizations and personnel as appropriate;
6. Coordinate and administer disaster mitigation, preparedness, response and recovery plans and programs with the proponent federal, state and local government agencies and related groups;
7. Provide guidance and assistance to state agencies and units of local government in developing and maintaining emergency management and continuity of operations (COOP) programs, plans and systems;
8. Make necessary recommendations to agencies of the federal, state, or local governments on preventive and preparedness measures designed to eliminate or reduce disasters and their impact;
9. Determine requirements of the Commonwealth and its political subdivisions for those necessities needed in the event of a declared emergency which are not otherwise readily available;
10. Assist state agencies and political subdivisions in establishing and operating training programs and programs of public information and education regarding emergency services and disaster preparedness activities;
11. Consult with the Board of Education regarding the development and revision of a model school crisis and emergency management plan for the purpose of assisting public schools in establishing, operating, and maintaining emergency services and disaster preparedness activities;
12. Consult with the State Council of Higher Education in the development and revision of a model institutional crisis and emergency management plan for the purpose of assisting public and private two-year and four-year institutions of higher education in establishing, operating, and maintaining emergency services and disaster preparedness activities;
13. Develop standards, provide guidance and encourage the maintenance of local and state agency emergency operations plans;
14. Prepare, maintain, coordinate or implement emergency resource management plans and programs with federal, state and local government agencies and related groups, and make such surveys of industries, resources, and facilities within the Commonwealth, both public and private, as are necessary to carry out the purposes of this chapter;
15. Coordinate with the federal government and any public or private agency or entity in achieving any purpose of this chapter and in implementing programs for disaster prevention, mitigation, preparation, response, and recovery;
16. Establish guidelines pursuant to § 44-146.28, and administer payments to eligible applicants as authorized by the Governor;

17. Coordinate and be responsible for the receipt, evaluation, and dissemination of emergency services intelligence pertaining to all probable hazards affecting the Commonwealth; and

18. Coordinate intelligence activities relating to terrorism with the Department of State Police.

C. The State Department of Emergency Management shall during a period of impending emergency or declared emergency be responsible for:

1. The receipt, evaluation, and dissemination of intelligence pertaining to an impending or actual disaster;

2. Providing facilities from which state agencies and supporting organizations may conduct emergency operations;

3. Providing an adequate communications and warning system capable of notifying all political subdivisions in the Commonwealth of an impending disaster within a reasonable time;

4. Establishing and maintaining liaison with affected political subdivisions;

5. Determining requirements for disaster relief and recovery assistance;

6. Coordinating disaster response actions of federal, state and volunteer relief agencies;

7. Coordinating and providing guidance and assistance to affected political subdivisions to ensure orderly and timely response to and recovery from disaster effects.

D. The State Department of Emergency Management shall be provided the necessary facilities and equipment needed to perform its normal day-to-day activities and coordinate disaster-related activities of the various federal, state, and other agencies during a state of emergency declaration by the Governor or following a major disaster declaration by the President.

E. The State Department of Emergency Management is authorized to enter into all contracts and agreements necessary or incidental to performance of any of its duties stated in this section or otherwise assigned to it by law, including contracts with the United States, other states, agencies and government subdivisions of the Commonwealth, and other appropriate public and private entities.

F. The State Department of Emergency Management shall encourage private industries whose goods and services are deemed vital to the public good to provide annually updated preparedness assessments to the local coordinator of emergency management on or before April 1 of each year, to facilitate overall Commonwealth preparedness. For the purposes of this section, "private industry" means companies, private hospitals, and other businesses or organizations deemed by the State Coordinator of Emergency Management to be essential to the public safety and well-being of the citizens of the Commonwealth.

#### **§ 44-146.18:1. Virginia Disaster Response Funds disbursements; reimbursements.**

There is hereby created a nonlapsing revolving fund which shall be maintained as a separate special fund account within the state treasury, and administered by the Coordinator of

Emergency Management, consistent with the purposes of this chapter. All expenses, costs, and judgments recovered pursuant to this section, and all moneys received as reimbursement in accordance with applicable provisions of federal law, shall be paid into the fund. Additionally, an annual appropriation to the fund from the general fund or other unrestricted nongeneral fund, in an amount determined by the Governor, may be authorized to carry out the purposes of this chapter. All recoveries from occurrences prior to March 10, 1983, and otherwise qualifying under this section, received subsequent to March 10, 1983, shall be paid into the fund. No moneys shall be credited to the balance in the fund until they have been received by the fund. An accounting of moneys received and disbursed shall be kept and furnished to the Governor or the General Assembly upon request.

Disbursements from the fund may be made for the following purposes and no others:

1. For costs and expenses, including, but not limited to personnel, administrative, and equipment costs and expenses directly incurred by the Department of Emergency Management or by any other state agency or political subdivision or other entity, acting at the direction of the Coordinator of Emergency Management, in and for preventing or alleviating damage, loss, hardship, or suffering caused by emergencies, resource shortages, or natural or man-made disasters; and
2. For procurement, maintenance, and replenishment of materials, equipment, and supplies, in such quantities and at such location as the Coordinator of Emergency Management may deem necessary to protect the public peace, health, and safety and to preserve the lives and property and economic well-being of the people of the Commonwealth; and
3. For costs and expenses incurred by the Department of Emergency Management or by any other state agency or political subdivision or other entity, acting at the direction of the Coordinator of Emergency Management, in the recovery from the effects of a disaster or in the restoration of public property or facilities.

The Coordinator of Emergency Management shall promptly seek reimbursement from any person causing or contributing to an emergency or disaster for all sums disbursed from the fund for the protection, relief and recovery from loss or damage caused by such person. In the event a request for reimbursement is not paid within sixty days of receipt of a written demand, the claim shall be referred to the Attorney General for collection. The Coordinator of Emergency Management shall be allowed to recover all legal and court costs and other expenses incident to such actions for collection. The Coordinator is authorized to recover any sums incurred by any other state agency or political subdivision acting at the direction of the Coordinator as provided in this paragraph.

**§ 44-146.18:2. Authority of Coordinator of Emergency Management in undeclared emergency.**

In an emergency which does not warrant a gubernatorial declaration of a state of emergency, the Coordinator of Emergency Management, after consultation with and approval of the Secretary of Public Safety, may enter into contracts and incur obligations necessary to prevent or alleviate damage, loss, hardship, or suffering caused by such emergency and to protect the health and safety of persons and property. In exercising the powers vested by this section, the

Coordinator may proceed without regard to normal procedures pertaining to entering into contracts, incurring of obligations, rental of equipment, purchase of supplies and materials, and expenditure of public funds; however, mandatory constitutional requirements shall not be disregarded.

**§ 44-146.19. Powers and duties of political subdivisions.**

A. Each political subdivision within the Commonwealth shall be within the jurisdiction of and served by the Department of Emergency Management and be responsible for local disaster mitigation, preparedness, response and recovery. Each political subdivision may maintain in accordance with state disaster preparedness plans and programs an agency of emergency management which, except as otherwise provided under this chapter, has jurisdiction over and services the entire political subdivision.

B. Each political subdivision shall have a director of emergency management who, after the term of the person presently serving in this capacity has expired and in the absence of an executive order by the Governor, shall be the following:

1. In the case of a city, the mayor or city manager, who shall have the authority to appoint a coordinator of emergency management with consent of council;
2. In the case of a county, a member of the board of supervisors selected by the board or the chief administrative officer for the county, who shall have the authority to appoint a coordinator of emergency management with the consent of the governing body;
3. A coordinator of emergency management may be appointed by the council of any town to ensure integration of its organization into the county emergency management organization;
4. In the case of the Town of Chincoteague and of towns with a population in excess of 5,000 having an emergency management organization separate from that of the county, the mayor or town manager shall have the authority to appoint a coordinator of emergency services with consent of council;
5. In Smyth County and in York County, the chief administrative officer for the county may appoint a director of emergency management, with the consent of the governing body, who shall have the authority to appoint a coordinator of emergency management with the consent of the governing body.

C. Whenever the Governor has declared a state of emergency, each political subdivision within the disaster area may, under the supervision and control of the Governor or his designated representative, control, restrict, allocate or regulate the use, sale, production and distribution of food, fuel, clothing and other commodities, materials, goods, services and resource systems which fall only within the boundaries of that jurisdiction and which do not impact systems affecting adjoining or other political subdivisions, enter into contracts and incur obligations necessary to combat such threatened or actual disaster, protect the health and safety of persons and property and provide emergency assistance to the victims of such disaster. In exercising the powers vested under this section, under the supervision and control of the Governor, the political subdivision may proceed without regard to time-consuming

procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to the performance of public work, entering into contracts, incurring of obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, levying of taxes, and appropriation and expenditure of public funds.

D. The director of each local organization for emergency management may, in collaboration with (i) other public and private agencies within the Commonwealth or (ii) other states or localities within other states, develop or cause to be developed mutual aid arrangements for reciprocal assistance in case of a disaster too great to be dealt with unassisted. Such arrangements shall be consistent with state plans and programs and it shall be the duty of each local organization for emergency management to render assistance in accordance with the provisions of such mutual aid arrangements.

E. Each local and interjurisdictional agency shall prepare and keep current a local or interjurisdictional emergency operations plan for its area. The plan shall include, but not be limited to, responsibilities of all local agencies and shall establish a chain of command. Each political subdivision having a nuclear power station or other nuclear facility within 10 miles of its boundaries shall, if so directed by the Department of Emergency Management, prepare and keep current an appropriate emergency plan for its area for response to nuclear accidents at such station or facility.

F. All political subdivisions shall provide an annually updated emergency management assessment to the State Coordinator of Emergency Management on or before July 1 of each year.

G. By July 1, 2005, all localities with a population greater than 50,000 shall establish an alert and warning plan for the dissemination of adequate and timely warning to the public in the event of an emergency or threatened disaster. The governing body of the locality, in consultation with its local emergency management organization, shall amend its local emergency operations plan that may include rules for the operation of its alert and warning system, to include sirens, Emergency Alert System (EAS), NOAA Weather Radios, or other personal notification systems, amateur radio operators, or any combination thereof.

#### **§ 44-146.20. Joint action by political subdivisions.**

If two or more political subdivisions find that disaster operation plans and programs would be better served by interjurisdictional arrangements in planning for, preventing, or responding to disaster in that area, then direct steps may be taken as necessary, including creation of an interjurisdictional relationship, a joint emergency operations plan, mutual aid, or such other activities as necessary for planning and services. Any political subdivision may provide or receive assistance in the event of a disaster or emergency, pursuant to this chapter, under the provisions of any local mutual aid agreement or by the Statewide Mutual Aid program if agreed to by resolution of the governing body. The action of the governing body may include terms and conditions deemed necessary by the governing body for participation in the program. The governing body may withdraw from participation in the Statewide Mutual Aid program by adoption of a resolution or ordinance upon a finding that participation is no longer

in the public interest. The locality shall immediately notify the State Coordinator of Emergency Services of the adoption of a participation or withdrawal resolution.

**§ 44-146.21. Declaration of local emergency.**

(a) A local emergency may be declared by the local director of emergency management with the consent of the governing body of the political subdivision. In the event the governing body cannot convene due to the disaster or other exigent circumstances, the director, or in his absence, the deputy director, or in the absence of both the director and deputy director, any member of the governing body may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within fourteen days of the declaration, whichever occurs first. The governing body, when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency.

(b) A declaration of a local emergency as defined in § 44-146.16 shall activate the local Emergency Operations Plan and authorize the furnishing of aid and assistance thereunder.

(c) [Repealed.]

(c1) Whenever a local emergency has been declared, the director of emergency management of each political subdivision or any member of the governing body in the absence of the director, if so authorized by the governing body, may control, restrict, allocate or regulate the use, sale, production and distribution of food, fuel, clothing and other commodities, materials, goods, services and resource systems which fall only within the boundaries of that jurisdiction and which do not impact systems affecting adjoining or other political subdivisions, enter into contracts and incur obligations necessary to combat such threatened or actual disaster, protect the health and safety of persons and property and provide emergency assistance to the victims of such disaster, and proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to the performance of public work, entering into contracts, incurring of obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, and other expenditures of public funds, provided such funds in excess of appropriations in the current approved budget, unobligated, are available. Whenever the Governor has declared a state of emergency, each political subdivision affected may, under the supervision and control of the Governor or his designated representative, enter into contracts and incur obligations necessary to combat such threatened or actual disaster beyond the capabilities of local government, protect the health and safety of persons and property and provide emergency assistance to the victims of such disaster. In exercising the powers vested under this section, under the supervision and control of the Governor, the political subdivision may proceed without regard to time-consuming procedures and formalities prescribed by law pertaining to public work, entering into contracts, incurring of obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, levying of taxes, and appropriation and expenditure of public funds.

(d) No interjurisdictional agency or official thereof may declare a local emergency. However, an interjurisdictional agency of emergency management shall provide aid and services to the

affected political subdivision authorizing such assistance in accordance with the agreement as a result of a local or state declaration.

(e) None of the provisions of this chapter shall apply to the Emergency Disaster Relief provided by the American Red Cross or other relief agency solely concerned with the provision of service at no cost to the citizens of the Commonwealth.

**§ 44-146.22. Development of measures to prevent or reduce harmful consequences of disasters; disclosure of information.**

A. In addition to disaster prevention measures included in state, local and interjurisdictional emergency operations plans, the Governor shall consider, on a continuing basis, hazard mitigation or other measures that could be taken to prevent or reduce the harmful consequences of disasters. At his direction, and pursuant to any other authority, state agencies, including, but not limited to, those charged with responsibilities in connection with floodplain management, stream encroachment and flow regulation, weather modification, fire prevention and control, air quality, public works, critical infrastructure protection, land use and land-use planning, and construction standards, shall make studies of disaster prevention. The Governor, from time to time, shall make recommendations to the General Assembly, local governments, and other appropriate public and private entities as may facilitate measures for prevention or reduction of the harmful consequences of disasters.

B. The Governor or agencies acting on his behalf may receive information, voluntarily submitted from both public and nonpublic entities, related to the protection of the nation's critical infrastructure sectors and components that are located in Virginia or affect the health, safety, and welfare of the citizens of Virginia. Information submitted by any public or nonpublic entity in accordance with the procedures set forth in subdivision 4 of § 2.2-3705.2 shall not be disclosed unless:

1. It is requested by law-enforcement authorities in furtherance of an official investigation or the prosecution of a criminal act;
2. The agency holding the record is served with a proper judicial order; or
3. The agency holding the record has obtained the written consent to release the information from the entity voluntarily submitting it.

**§ 44-146.23. Immunity from liability.**

A. Neither the Commonwealth, nor any political subdivision thereof, nor federal agencies, nor other public or private agencies, nor, except in cases of willful misconduct, public or private employees, nor representatives of any of them, engaged in any emergency services activities, while complying with or attempting to comply with this chapter or any rule, regulation, or executive order promulgated pursuant to the provisions of this chapter, shall be liable for the death of, or any injury to, persons or damage to property as a result of such activities. The provisions of this section shall not affect the right of any person to receive benefits to which he would otherwise be entitled under this chapter, or under the Workers' Compensation Act (§ 65.2-100 et seq.), or under any pension law, nor the right of any such person to receive any

benefits or compensation under any act of Congress. For the purposes of the immunity conferred by this subsection, representatives of public or private employees shall include, but shall not be limited to, volunteers in state and local services who are persons who serve in a Medical Reserve Corps (MRC) unit or on a Community Emergency Response Team (CERT).

B. Any person owning or controlling real estate or other premises who voluntarily and without compensation grants a license or privilege, or otherwise permits the designation or use of the whole or any part or parts of such real estate or premises for the purpose of sheltering persons, of emergency access or of other uses relating to emergency services shall, together with his successors in interest, if any, not be liable for negligently causing the death of, or injury to any person on or about such real estate or premises or for loss of or damage to the property of any person on or about such real estate or premises during such actual or impending disaster.

C. If any person holds a license, certificate, or other permit issued by any state, or political subdivision thereof, evidencing the meeting of qualifications for professional, mechanical, or other skills, the person may gratuitously render aid involving that skill in the Commonwealth during a disaster, and such person shall not be liable for negligently causing the death of, or injury to, any person or for the loss of, or damage to, the property of any person resulting from such gratuitous service.

D. No person, firm or corporation which gratuitously services or repairs any electronic devices or equipment under the provisions of this section after having been approved for the purposes by the State Coordinator shall be liable for negligently causing the death of, or injury to, any person or for the loss of, or damage to, the property of any person resulting from any defect or imperfection in any such device or equipment so gratuitously serviced or repaired.

E. Notwithstanding any law to the contrary, no individual, partnership, corporation, association, or other legal entity shall be liable in civil damages as a result of acts taken voluntarily and without compensation in the course of rendering care, assistance, or advice with respect to an incident creating a danger to person, property, or the environment as a result of an actual or threatened discharge of a hazardous substance, or in preventing, cleaning up, treating, or disposing of or attempting to prevent, clean up, treat, or dispose of any such discharge, provided that such acts are taken under the direction of state or local authorities responding to the incident. This section shall not preclude liability for civil damages as a result of gross negligence, recklessness or willful misconduct. The provisions of this section shall not affect the right of any person to receive benefits to which he would otherwise be entitled under this chapter, or under the Workers' Compensation Act (§ 65.2-100 et seq.), or under any pension law, nor the right of any such person to receive any benefits or compensation under any act of Congress. The immunity provided by the provisions of this paragraph shall be in addition to, not in lieu of, any immunities provided by § 8.01-225.

#### **§ 44-146.24. Cooperation of public agencies.**

In carrying out the provisions of the chapter, the Governor, the heads of state agencies, the local directors and governing bodies of the political subdivisions of the Commonwealth are directed to utilize the services, equipment, supplies and facilities of existing departments, offices, and agencies of the Commonwealth and the political subdivisions thereof to the

maximum extent practicable consistent with state and local emergency operation plans. The officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the Governor and to the State Department of Emergency Management upon request.

**§ 44-146.25. Certain persons not to be employed or associated in emergency services organizations; loyalty oath required.**

No person shall be employed or associated in any emergency services organization established under this chapter who advocates or has advocated a change by force or violence in the constitutional form of government of the United States or in this Commonwealth or the overthrow of any government in the United States by force, or violence, or who has been convicted of, or is under indictment or information charging any subversive act against the United States. Each person who is appointed to serve in an organization for emergency services shall, before entering upon his duties, take an oath, in writing, before a person authorized to administer oaths in this Commonwealth, which shall be substantially as follows:

"I ..... do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution

of the Commonwealth of Virginia, against all enemies foreign and domestic;

that I will bear true faith and allegiance to the same; that I take this

obligation freely, without any mental reservation or purpose of evasion; and

that I will well and faithfully discharge the duties upon which I am about to

enter.

"And I do further swear (or affirm) that I do not advocate, nor am I a member

of any political party or organization that advocates the overthrow of the

Government of the United States or of this State by force or violence and that

during such time as I am a member of the (name of emergency services

organization), I will not advocate, nor become a member of any political party

or organization that advocates the overthrow of the Government of the United

States or of this State by force or violence."

**§ 44-146.26. Duties of emergency management organizations.**

It shall be the duty of every organization for emergency management established pursuant to this chapter and of the officers thereof to execute and enforce such orders, rules and regulations as may be made by the Governor under authority of this chapter. Each organization shall have available for inspection at its office all such orders, rules and regulations.

**§ 44-146.27. Supplementing federal funds; assistance of federal agencies; acceptance of gifts and services; appropriations by local governing bodies.**

A. If the federal government allots funds for the payment of a portion of any disaster programs, projects, equipment, supplies or materials or other related costs, the remaining portion may be paid with a combination of state and local funds available for this purpose and consistent with state emergency management plans and program priorities.

B. Whenever the federal government or any agency or officer thereof offers to the Commonwealth, or through the Commonwealth to any political subdivision thereof, services, equipment, supplies, materials, or funds by way of gift, grant or loan for purposes of emergency services, the Commonwealth, acting through the Governor, or such political subdivision, acting with the consent of the Governor and through its local director or governing body, may accept such offer and agree to the terms of the offer and the rules and regulations, if any, of the agency making the offer, including, but not limited to, requirements to hold and save the United States free from damages and to indemnify the federal government against any claims arising from the services, equipment, supplies, materials, or funds provided. Upon such acceptance, the Governor or local director or governing body of such political subdivision may authorize any officer of the Commonwealth or of the political subdivision, as the case may be, to receive such services, equipment, supplies, materials, or funds on behalf of the Commonwealth or such political subdivision, in accordance with the terms of the agreement, and subject to the rules and regulations, if any, of the agency making the offer.

C. Whenever any person, firm or corporation offers to the Commonwealth or to any political subdivision thereof services, equipment, supplies, materials, or funds by way of gift, grant or loan, for purposes of emergency management, the Commonwealth, acting through the Governor, or such political subdivision, acting through its local director or governing body, may accept such offer and upon such acceptance the Governor or local director or governing body of such political subdivision may authorize any officer of the Commonwealth or of the political subdivision, as the case may be, to receive such services, equipment, supplies, materials, or funds on behalf of the Commonwealth or such political subdivision, and subject to the terms of the offer.

D. The governing bodies of the counties, cities and towns are hereby authorized to appropriate funds for expenditure by any local or regional organization for emergency management established pursuant to this chapter and for local or regional disaster service activities.

**§ 44-146.28. Authority of Governor and agencies under his control in declared state of emergency.**

(a) In the case of a declaration of a state of emergency as defined in § 44-146.16, the Governor is authorized to expend from all funds of the state treasury not constitutionally restricted, a sum sufficient. Allotments from such sum sufficient may be made by the Governor to any state agency or political subdivision of the Commonwealth to carry out disaster service missions and responsibilities. Allotments may also be made by the Governor from the sum sufficient to provide financial assistance to eligible applicants located in an area declared to be in a state of emergency, but not declared to be a major disaster area for which federal assistance might be forthcoming. This shall be considered as a program of last resort for those local jurisdictions that cannot meet the full cost.

The Virginia Department of Emergency Management shall establish guidelines and procedures for determining whether and to what extent financial assistance to local governments may be provided.

The guidelines and procedures shall include, but not be limited to, the following:

(1) Participants may be eligible to receive financial assistance to cover a percentage of eligible costs if they demonstrate that they are incapable of covering the full cost. The percentage may vary, based on the Commission on Local Government's fiscal stress index. The cumulative effect of recent disasters during the preceding twelve months may also be considered for eligibility purposes.

(2) Only eligible participants that have sustained an emergency or disaster as defined in § 44-146.16 with total eligible costs of four dollars or more per capita may receive assistance except that (i) any town with a total population of less than 3,500 shall be eligible for disaster assistance for incurred eligible damages of \$15,000 or greater and (ii) any town with a population of 3,500 or more, but less than 5,000 shall be eligible for disaster assistance for incurred eligible damages of \$20,000 or greater and (iii) any town with a population of 5,000 or greater with total eligible costs of four dollars or more per capita may receive assistance. No site or facility may be included with less than \$1,000 in eligible costs. However, the total cost of debris clearance may be considered as costs associated with a single site.

(3) Eligible participants shall be fully covered by all-risk property and flood insurance policies, including provisions for insuring the contents of the property and business interruptions, or shall be self-insured, in order to be eligible for this assistance. Insurance deductibles shall not be covered by this program.

(4) Eligible costs incurred by towns, public service authorities, volunteer fire departments and volunteer rescue squads may be included in a county's or city's total costs.

(5) Unless otherwise stated in guidelines and procedures, eligible costs are defined as those listed in the Public Assistance component of Public Law 93-288, as amended, excluding beach replenishment and snow removal.

(6) State agencies, as directed by the Virginia Department of Emergency Management, shall conduct an on-site survey to validate damages and to document restoration costs.

(7) Eligible participants shall maintain complete documentation of all costs in a manner approved by the Auditor of Public Accounts and shall provide copies of the documentation to the Virginia Department of Emergency Management upon request.

If a jurisdiction meets the criteria set forth in the guidelines and procedures, but is in an area that has neither been declared to be in a state of emergency nor been declared to be a major disaster area for which federal assistance might be forthcoming, the Governor is authorized, in his discretion, to make an allotment from the sum sufficient to that jurisdiction without a declaration of a state of emergency, in the same manner as if a state of emergency declaration had been made.

The Governor shall report to the Chairmen of the Senate Finance Committee, the House Appropriations Committee, and the House Finance Committee within thirty days of authorizing the sum sufficient pursuant to this section. The Virginia Department of Emergency Management shall report annually to the General Assembly on the local jurisdictions that received financial assistance and the amount each jurisdiction received.

(b) Public agencies under the supervision and control of the Governor may implement their emergency assignments without regard to normal procedures (except mandatory constitutional requirements) pertaining to the performance of public work, entering into contracts, incurring of obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials and expenditures of public funds.

#### **§ 44-146.28:1. Compact enacted into law; terms.**

The Emergency Management Assistance Compact is hereby enacted into law and entered into by the Commonwealth of Virginia with all other states legally joining therein, in the form substantially as follows:

### **EMERGENCY MANAGEMENT ASSISTANCE COMPACT**

#### **ARTICLE I. PURPOSE AND AUTHORITIES.**

This compact is made and entered into by and between the participating member states which enact this compact, hereinafter called party states. For the purposes of this compact, the term "states" is taken to mean the several states, the Commonwealth of Puerto Rico, the District of Columbia, and all U.S. territorial possessions.

The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency or disaster that is duly declared by the Governor of the affected state, whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

This compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of the states' National Guard forces, either in accordance with the National Guard Mutual Assistance Compact or by mutual agreement between states.

## ARTICLE II. GENERAL IMPLEMENTATION.

Each party state entering into this compact recognizes that many emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential in managing these and other emergencies under this compact. Each state further recognizes that there will be emergencies which require immediate access and present procedures to apply outside resources to make a prompt and effective response to such an emergency. This is because few, if any, individual states have all the resources they may need in all types of emergencies or the capability of delivering resources to areas where emergencies exist. The prompt, full, and effective utilization of resources of the participating states, including any resources on hand or available from the federal government or any other source, that are essential to the safety, care, and welfare of the people in the event of any emergency or disaster declared by a party state, shall be the underlying principle on which all articles of this compact shall be understood.

On behalf of the Governor of each state participating in the compact, the legally designated state official who is assigned responsibility for emergency management will be responsible for formulation of the appropriate interstate mutual aid plans and procedures necessary to implement this compact.

## ARTICLE III. PARTY STATE RESPONSIBILITIES.

A. It shall be the responsibility of each party state to formulate procedural plans and programs for interstate cooperation in the performance of the responsibilities listed in this article. In formulating such plans, and in carrying them out, the party states, insofar as practical, shall:

1. Review individual state hazards analyses and, to the extent reasonably possible, determine all those potential emergencies the party states might jointly suffer, whether due to natural disaster, technological hazard, man-made disaster, emergency aspects of resources shortages, civil disorders, insurgency, or enemy attack;

2. Review party states' individual emergency plans and develop a plan which will determine the mechanism for the interstate management and provision of assistance concerning any potential emergency;
3. Develop interstate procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans;
4. Assist in warning communities adjacent to or crossing the state boundaries;
5. Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material;
6. Inventory and set procedures for the interstate loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness; and
7. Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that restrict the implementation of the above responsibilities.

B. The authorized representative of a party state may request assistance of another party state by contacting the authorized representative of that state. The provisions of this compact shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within thirty days of the verbal request. Requests shall provide the following information:

1. A description of the emergency service function for which assistance is needed, including, but not limited to, fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue;
2. The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed; and
3. The specific place and time for staging of the assisting party's response and a point of contact at that location.

C. There shall be frequent consultation between state officials who have assigned emergency management responsibilities and other appropriate representatives of the party states with affected jurisdictions and the United States Government, with free exchange of information, plans, and resource records relating to emergency capabilities.

#### ARTICLE IV. LIMITATIONS.

Any party state requested to render mutual aid or conduct exercises and training for mutual aid shall take such action as is necessary to provide and make available the resources covered by this compact in accordance with the terms hereof; provided that it is understood that the

state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state.

Each party state shall afford to the emergency forces of any party state, while operating within its state limits under the terms and conditions of this compact, the same powers, except that of arrest unless specifically authorized by the receiving state, duties, rights, and privileges as are afforded forces of the state in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the state receiving assistance. These conditions may be activated, as needed, only subsequent to a declaration of a state emergency or disaster by the governor of the party state that is to receive assistance or upon commencement of exercises or training for mutual aid and shall continue so long as the exercises or training for mutual aid are in progress, the state of emergency or disaster remains in effect, or loaned resources remain in the receiving state, whichever is longer.

#### ARTICLE V. LICENSES AND PERMITS.

Whenever any person holds a license, certificate, or other permit issued by any state party to the compact evidencing the meeting of qualifications for professional, mechanical, or other skills, and when such assistance is requested by the receiving party state, such person shall be deemed licensed, certified, or permitted by the state requesting assistance to render aid involving such skill to meet a declared emergency or disaster, subject to such limitations and conditions as the Governor of the requesting state may prescribe by executive order or otherwise.

#### ARTICLE VI. LIABILITY.

Officers or employees of a party state rendering aid in another state pursuant to this compact shall be considered agents of the requesting state for tort liability and immunity purposes. No party state or its officers or employees rendering aid in another state pursuant to this compact shall be liable on account of any act or omission in good faith on the part of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith in this article shall not include willful misconduct, gross negligence, or recklessness.

#### ARTICLE VII. SUPPLEMENTARY AGREEMENTS.

Inasmuch as it is probable that the pattern and detail of the machinery for mutual aid among two or more states may differ from that among the states that are party hereto, this compact contains elements of a broad base common to all states, and nothing herein shall preclude any state entering into supplementary agreements with another state or affect any other agreements already in force between states. Supplementary agreements may comprehend, but shall not be limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, and equipment and supplies.

## ARTICLE VIII. COMPENSATION.

Each party state shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that state and representatives of deceased members of such forces in case such members sustain injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own state.

## ARTICLE IX. REIMBURSEMENT.

Any party state rendering aid in another state pursuant to this compact shall be reimbursed by the party state receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests; provided, that any aiding party state may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost; and provided further, that any two or more party states may enter into supplementary agreements establishing a different allocation of costs among those states. Article VIII expenses shall not be reimbursable under this article.

## ARTICLE X. EVACUATION.

Plans for the orderly evacuation and interstate reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant, shall be worked out and maintained between the party states and the emergency management/services directors of the various jurisdictions where any type of incident requiring evacuations might occur. Such plans shall be put into effect by request of the state from which evacuees come and shall include the manner of transporting such evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing, and medical care will be provided, the registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of such evacuees to other areas or the bringing in of additional materials, supplies, and all other relevant factors. Such plans shall provide that the party state receiving evacuees and the party state from which the evacuees come shall mutually agree as to reimbursement of out-of-pocket expenses incurred in receiving and caring for such evacuees, for expenditures for transportation, food, clothing, medicines and medical care, and like items. Such expenditures shall be reimbursed as agreed by the party state from which the evacuees come. After the termination of the emergency or disaster, the party state from which the evacuees come shall assume the responsibility for the ultimate support of repatriation of such evacuees.

## ARTICLE XI. IMPLEMENTATION.

A. This compact shall become effective immediately upon its enactment into law by any two states. Thereafter, this compact shall become effective as to any other state upon enactment by such state.

B. Any party state may withdraw from this compact by enacting a statute repealing the same, but no such withdrawal shall take effect until thirty days after the Governor of the withdrawing state has given notice in writing of such withdrawal to the Governors of all other party states. Such action shall not relieve the withdrawing state from obligations assumed hereunder prior to the effective date of withdrawal.

C. Duly authenticated copies of this compact and of such supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the party states and with the Federal Emergency Management Agency and other appropriate agencies of the United States Government.

## ARTICLE XII. VALIDITY.

This compact shall be construed to effectuate the purposes stated in Article I. If any provision of this compact is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this compact and the applicability thereof to other persons and circumstances shall not be affected.

## ARTICLE XIII. ADDITIONAL PROVISIONS.

Nothing in this compact shall authorize or permit the use of military force by the National Guard of a state at any place outside that state in any emergency for which the President is authorized by law to call into federal service the militia, or for any purpose for which the use of the Army or the Air Force would in the absence of express statutory authorization be prohibited under § 1385 of Title 18 of the United States Code.

### **§ 44-146.29.**

Expired.

### **§§ 44-146.29:1. , 44-146.29:2.**

Expired.

### **CHAPTER 3.3.**

#### **TRANSPORTATION OF HAZARDOUS RADIOACTIVE MATERIALS.**

##### **§ 44-146.30. Department of Emergency Management to monitor transportation of hazardous radioactive materials.**

The Coordinator of the Department of Emergency Management, pursuant to regulations promulgated by the Virginia Waste Management Board, will maintain a register of shippers of hazardous radioactive materials and monitor the transportation within the Commonwealth of those hazardous radioactive materials, as defined by the Virginia Waste Management Board, which may constitute a significant potential danger to the citizens of the Commonwealth in the event of accidental spillage or release. The regulations promulgated by the Board shall not be in conflict with federal statutes, rules, or regulations. Other agencies and commissions of the Commonwealth shall cooperate with the Virginia Waste Management Board in the formulation of regulations as herein provided.

### **CHAPTER 3.4.**

#### **FUNDING FOR STATE AND LOCAL GOVERNMENT RADIOLOGICAL EMERGENCY PREPAREDNESS**

##### **§ 44-146.31. Definitions.**

As used in this chapter, unless the context requires a different meaning:

"Department" means the Department of Emergency Management.

"Nuclear power station" means a facility producing electricity through the utilization of nuclear energy for sale to the public which is required to be licensed by the Nuclear Regulatory Commission and includes all units of the facility at a single site.

"Person" means any individual, corporation, partnership, firm, association, trust, estate, public or private institution, group, agency, political subdivision or agency thereof, and any legal successor, representative, agent or agency of the foregoing.

##### **§ 44-146.32. One-time and annual fees.**

A. For each nuclear power station in commercial operation on July 1, 1982, the person owning the station shall pay to the Department, within ninety days of such date, a one-time fee of \$55,000.

B. For each nuclear power station commencing commercial operation after July 1, 1982, the person owning the station shall pay to the Department a one-time fee of \$55,000 not less than one year prior to the scheduled commencement of operation.

C. For each nuclear power station that on July 1 of each year is validly licensed to operate by the Nuclear Regulatory Commission, the person owning the station shall pay to the Department not later than August 1 of that year an annual fee in an amount

based upon the projected annual cost of administering the state and local governments' radiological emergency preparedness programs for the station.

D. The Department shall send timely invoices for such fees to the persons responsible for their payment. However, failure of the Department to send the invoices in a timely manner shall not relieve the responsible persons of their obligation to pay such fees.

#### **§ 44-146.33. Radiological Emergency Preparedness Fund.**

All moneys received by the Department under this chapter shall be deposited in the state treasury and set apart in a special fund to be known as the "Radiological Emergency Preparedness Fund." Moneys deposited in this fund shall be expended by the Department to the extent appropriated only to support the activities of state agencies and the local governments in establishing, maintaining and operating such emergency plans, programs and capabilities to deal with nuclear accidents as are required by the Nuclear Regulatory Commission and the Federal Emergency Management Agency with respect to nuclear power stations.

### **CHAPTER 3.5.**

#### **VIRGINIA HAZARDOUS MATERIALS EMERGENCY RESPONSE PROGRAM**

#### **§ 44-146.34. Purpose; definitions.**

A. The purpose of this chapter is to provide for the development and implementation of a program to protect the environment and the health, safety, and welfare of the people of the Commonwealth from the threats and potential threats of accidents or incidents involving hazardous materials. This program shall be known as the Virginia Hazardous Materials Emergency Response Program.

B. As used in this chapter, unless the context requires otherwise:

"Coordinator" means the Coordinator of the Department of Emergency Management.

"Department" means the Department of Emergency Management.

"Hazardous materials" means substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, corrosive materials, and radioactive materials and include (i) those substances or materials in a form or quantity which may pose an unreasonable risk to health, safety, or property when transported, and which the Secretary of Transportation of the United States has so designated by regulation or order; (ii) hazardous substances as defined or designated by law or regulation of the Commonwealth or law or regulation of the United States government; and (iii) hazardous waste as defined or designated by law or regulation of the Commonwealth.

"Political subdivision" means any city or county in the Commonwealth, and for the purposes of this chapter, any town with a population of more than 5,000 which chooses to

have an emergency management program separate from that of the county in which the town is located.

"Transport" or "transportation" means any movement of property by any mode and any packing, loading, unloading, or storage incidental thereto.

#### **§ 44-146.35. Powers and duties of the Department of Emergency Management.**

In carrying out the purposes set forth in this chapter the Department shall have the authority to:

1. Coordinate the development of hazardous materials training programs and hazardous materials emergency response programs and plans with state and local government agencies and related groups. Those state agencies and local government agencies shall retain the statutory responsibilities assigned elsewhere in this Code.
2. Administer the implementation of the Virginia Hazardous Materials Emergency Response Program. The Department shall consider the recommendations of the Hazardous Materials Emergency Response Advisory Council in implementing the Program.

#### **§ 44-146.36. Coordinator to enter into agreements with political subdivisions; immunity from liability.**

A. The Coordinator may enter into agreements with political subdivisions to provide hazardous materials emergency response within a specific geographical area of the Commonwealth on a state and political subdivision cost-sharing basis. The cost-sharing agreements shall be negotiated with political subdivisions by the Coordinator.

B. Neither the Commonwealth, nor any political subdivision thereof, nor federal agencies, nor other public or private agencies, nor public or private employees, nor representatives of any of them, engaged in any emergency services activities while complying with or attempting to comply with this chapter or any regulation or executive order promulgated pursuant to the provisions of this chapter, shall be liable for the death of or injury to any person or damage to property as a result of such activities, except where such death, injury or damage results from gross negligence, recklessness or willful misconduct. The provisions of this section shall not affect the right of any person to receive benefits to which he would otherwise be entitled under this chapter, or under the Workers' Compensation Act (§ [65.2-100](#) et seq.), or under any pension law, nor the right of any such person to receive any benefits or compensation under any act of Congress.

#### **§ 44-146.37. Disbursements made from Virginia Disaster Response Fund.**

A. Disbursements for costs and expenses, including, but not limited to equipment, material, hazardous materials emergency response operations and immediate accident or incident site cleanup costs and expenses in preventing or alleviating damage, loss, hardship, or suffering caused by accidents or incident, involving hazardous materials, shall be made from the Virginia Disaster Response Fund in accordance with the provisions of § [44-146.18:1](#).

B. The Coordinator shall promptly seek reimbursement from any party causing or contributing to an accident or incident involving hazardous materials for all sums disbursed from the Virginia Disaster Response Fund for the protection, relief, and recovery from loss or damage caused by such party.

C. The Coordinator is also authorized to recover any sums expended by any other state agency or political subdivision for preventing or alleviating damage, loss, hardship, or suffering caused by accidents or incidents involving hazardous materials. To recover such sums the Coordinator shall provide documentation that the costs were incurred whether or not they were actually disbursed from the Virginia Disaster Response Fund.

**§ 44-146.38. Political subdivisions to appoint hazardous materials coordinator.**

Each political subdivision shall appoint a hazardous materials coordinator. In appointing the hazardous materials coordinator, political subdivisions shall consider the requisite qualifications for hazardous materials coordinators as established by the Coordinator upon recommendation of the State Hazardous Materials Emergency Response Advisory Council. The hazardous materials coordinator shall coordinate the hazardous materials emergency response program within the political subdivision.

**§ 44-146.39. State Hazardous Materials Emergency Response Advisory Council created; membership; responsibilities.**

A. There is hereby created the State Hazardous Materials Emergency Response Advisory Council, hereinafter referred to in this chapter as the "Council." The Council shall consist of such state agency heads or their designated representatives as the Governor shall appoint and nine other members appointed by the Governor. Those nine members shall be representative of local government, industry, the general public, and environmental and emergency response interests. The Governor shall designate a chairman from among the Council members and the Council shall meet at the call of the chairman. Upon initial appointment three of the nine nonstate agency representatives shall be appointed for three-year terms, three for two-year terms, and three for one-year terms. Thereafter, each shall be appointed for a term of three years.

B. The Department of Emergency Management shall provide staff support for the Council. State agencies shall cooperate in providing assistance and advice upon request of the Council to the Coordinator. Expenses incurred as a result of Council functions shall be paid by the Department of Emergency Management from an appropriation for that purpose.

C. The Council shall provide programmatic advice to the Coordinator in the development and implementation of the Virginia Hazardous Materials Emergency Response Program. The Council shall study and make recommendations on all aspects of the Virginia Hazardous Materials Emergency Response Program including, but not limited to, planning, organization, equipment, training, funding, accident prevention and enforcement of regulations.

D. The Council shall provide advice to the Virginia Emergency Response Council.

**§ 44-146.40. Virginia Emergency Response Council created; membership; responsibilities; immunity for local councils.**

A. There is hereby created the Virginia Emergency Response Council to carry out the provisions of Title 3, Public Law 99-499.

B. The Virginia Emergency Response Council shall consist of such state agency heads or designated representatives with technical expertise in the emergency response field as the Governor shall appoint. The Governor shall designate a chairman from among its members.

C. The Virginia Emergency Response Council, known as the "Virginia Council," shall designate an appropriate state agency to receive funds provided under Title 3, Public Law 99-499.

D. The Virginia Emergency Response Council shall seek advice on policy and programmatic matters from the Hazardous Materials Emergency Response Advisory Council.

E. The Virginia Council shall adopt rules and procedures in accordance with the provisions of the Administrative Process Act, Chapter 1.1:1 (§ [9-6.14:1](#) et seq.) of Title 9 for the conduct of its business.

F. Any person appointed by the Virginia Emergency Response Council as a member of a local emergency planning committee shall be immune from civil liability for any official act, decision or omission done or made in performance of his duties as a member of such local council, provided that the act, decision or omission was not done or made in bad faith or with malicious intent or does not constitute gross negligence. No member of any emergency planning committee nor any state agency on behalf of such member need make a payment into the state insurance trust fund under § [2.1-191.8](#) for this purpose.

G. Any joint emergency planning committee serving any county operating under the urban county executive form of government and serving a city with a population between 19,500 and 20,000 shall have the authority to require any facility within its emergency planning district to submit the information required and participate in the emergency planning provided for in Subtitle A of Title 3 of Public Law 99-499. For the purposes of this subsection, "facility" shall include any development or installation having an aggregate storage capacity of at least one million gallons of oil as defined in § [62.1-44.34:10](#), or the potential for a sudden release of 10,000 pounds or more of any other flammable liquid or gas not exempt from the provisions of § 327 of Title 3 of Public Law 99-499. This requirement shall not occur until after public notice and the opportunity to comment. The committee shall notify the facility owner or operator of any requirement to comply with this subsection.

## **EMERGENCY DUTIES AND RESPONSIBILITIES OF STATE DEPARTMENTS AND AGENCIES**

### ***EMERGENCY SUPPORT FUNCTION***

*An Emergency Support Function (ESF) is a grouping of government and certain private-sector capabilities into an organizational structure for the purpose of providing support, resources, program implementation, and services, which are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following a state of emergency. Each ESF is composed of organizations or agencies which are designated as primary or support agencies based on their authorities, resources and capabilities.*

*Some agencies provide certain Emergency Management Functions and/or perform key ESF roles that are considered essential to the Commonwealth's Emergency Management Program. These agencies must be prepared to continue essential functions and services during times of emergency even if their facilities and resources are impacted directly by the event or other disruptive incident. Each organization identified as providing essential emergency management program functions will develop a Continuity of Operations (COOP) plan. As a minimum, the plan(s) will identify critical and time-sensitive missions, applications, vital records, processes, and functions to be recovered and continued during an emergency or disaster, as well as the personnel and procedures necessary to ensure continuity of operations, including alternate operating capabilities.*

*The Commonwealth has identified the state organizations/agencies in figure 2-1 as essential to its Emergency Management Program.*

### ***PRIMARY AGENCIES***

- *An ESF primary agency serves under the State Coordinating Officer to accomplish the ESF mission. The primary agency is responsible for:*
- *Coordinating State support within the functional area for an impacted jurisdiction;*
- *Providing staff for the operations functions at fixed and field facilities;*
- *Notifying and requesting assistance for support agencies;*
- *Managing mission assignments and coordinating with support agencies, as well as local government agencies;*
- *Working with private-sector organizations to maximize use of all available resources;*

- *Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities;*
- *Executing contracts and procuring goods and services as needed;*
- *Ensuring financial and property accountability for ESF activities;*
- *Planning for short-term and long-term incident management and recovery operations; and*
- *Maintaining trained personnel to support interagency emergency response & support teams.*

Agencies with Essential EM Program Functions  
(2004 Plan)

Emergency Support Function	Primary Agencies													
	VDEM	VDOT	DCR	DFP	DOF	DSS	DGS	VDH	DEQ	VDACS	SCC	DMME	DMA	VSP
1 Transportation		x												
2 Communications	x													
3 Public Works			x											
4 Firefighting				x	x									
5 I & P	x													
6 Mass Care						x								
7 Resource Support							x							
8 Health & Medical								x						
9 Search & Rescue	x													
10 Hazardous Materials	x								x					
11 Food & Water										x				
12 Energy											x	x		
13 Military Support													x	
14 Public Information	x													
15 Volunteers & Donations	x													
16 Law Enforcement														x
17 Animal Care & Control										x				
<b>Emergency Management Functions</b>														
5.2 Laws & Authorities														x
5.3 Hazard Identification & Risk Assessment	x													
5.4 Hazard Mitigation	x													
5.5 Resource Management	x						x							
5.6 Mutual Aid	x													x
5.7 Planning	x													
5.8 Direction, Control & Coordination	x													
5.9 Communications & Warning	x													
5.1 Operations & Procedures	x													
5.1 Logistics & Facilities	x						x							
5.1 Training	x													
5.1 Exercises, Evaluations, & Corrective Action	x													
5.1 Crisis Communications, Public Education & Information	x													
5.2 Finance & Administration	x													x

Figure 2-1

## **SUPPORT AGENCIES**

- *Support Agencies are responsible for conducting operations, when requested by VDEM or the designated ESF primary agency, using their own authorities, subject-matter experts, capabilities, or resources;*
- *Participating in planning efforts for short-term and long-term incident management and recovery operations;*
- *Developing supporting operational plans, SOPs, checklists, or other job aids, as appropriate;*
- *Assisting in the conduct of situational assessments;*
- *Providing available personnel, equipment, or other resource support as requested by VDEM or the ESF primary agency.*
- *Providing input to periodic readiness assessments;*
- *Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities;*
- *Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats; and*
- *Providing information or intelligence regarding their agency's area of expertise.*

## **COMMON TASKS**

All state departments, agencies and supporting organizations with emergency duties and responsibilities assigned herein have common tasks. Each must:

- A. Designate one individual to develop and maintain their agency's part of the State EOP and to serve as the planning point of contact with VDEM for preparedness and mitigation activities. Each agency emergency services coordinator is expected to actively maintain an emergency services program and to participate in the planning process associated with the maintenance and annual update of the State EOP.

- B. Develop and maintain a procedures manual or "SOP" for emergency operations as needed in order to be prepared to carry out assigned duties and responsibilities. Emergency notification points of contact should be designated.
- C. During an emergency response, maintain liaison as needed to keep the State EOC informed. Daily situation reports may be required. Selected state agencies and organizations (such as VDOT, State Police, EMS, Social Services, VaNG, SCC, DGS, and ARC) may, depending on the nature of the event, be asked to provide a liaison officer to the State EOC.
- D. Establish an internal training program whereby designated individuals will become familiar with their emergency response or recovery duties and responsibilities, and whereby the agency's response is tested and exercised periodically as needed to assure an appropriate level of preparedness.

## **SPECIFIC TASKS**

### **A. Accounts, Department of (Comptroller)**

Accounting for receipt and disbursement of emergency-related funds.

### **B. Aging, Department for the**

1. Following a disaster, provide information to the elderly, in cooperation with the Area Agencies on Aging, on where and how to obtain disaster assistance.
2. Coordinate with Area Agencies on Aging to provide representatives at Disaster Recovery Centers, when the centers are established, to assist in the conduct of registration and exit interviews for persons over age 60.

### **C. Agriculture and Consumer Services, Department of**

1. Develop and maintain, in coordination with VDEM, the parts of the State EOP which address food and agricultural services. See Annex L, Attachment 1.
2. Assist VDEM with damage surveys for public assistance under the Stafford Act.
3. Coordination of procurement and distribution of emergency food and feed grain supplied to selected supply points or other designated areas, except for food and supplies provided by the American National Red Cross, the Salvation Army, or other disaster assistance organizations.
4. Prevention and control of livestock and poultry diseases.
5. Direct the disposal of dead domestic animals, including poultry.

6. Inspection to determine wholesomeness and disposition of contaminated food, animal feed, and dairy products, assisted by the Division of Consolidated Laboratory Services (Department of General Services).
7. Provide personnel to serve on state-requested teams to support local government in assessing agricultural and agricultural-related damages.
8. Coordination of natural disaster assistance available from the U. S Department of Agriculture.
9. Advise and assist farmers in obtaining assistance through the U. S. Department of Agriculture programs.

**D. Attorney General, Office of**

1. Preparation of emergency legislation.
2. Preparation of proclamations.
3. Legal advice to state departments and agencies concerning disaster preparedness, response, recovery, and mitigation.
4. Coordination of legal services for disaster victims authorized by the Stafford Act (PL 93-288, Section 415).

**E. Auditor of Public Accounts**

1. Determine whether or not a political subdivision, affected by a disaster, is capable of funding its share of disaster costs.
2. Provide a copy of the most current Comparison Report of Local Government Revenues and Expenditures to the VDEM.

**F. Aviation, Department of (DOAV)**

1. Coordinate air transportation in support of emergency operations and recovery efforts as requested by the State EOC.
2. Following an emergency or major disaster, provide an assessment of damages to all non-military airports and related equipment to the State EOC.
3. Develop and maintain that part of the State EOP which addresses aviation services. See Volume 7: Transportation Plan.

#### **G. Commerce and Trade, Secretary of**

1. Be aware that several agencies within this secretariat have inherent and on-going programs related to emergency management. In fact, in the event of a “state of emergency” declaration from the Governor, each could be, depending on the nature of the event, an integral part of the State Emergency Response Team (SERT). See the tasking for the Department of Agriculture and Consumer Services (DACS), the Department of Housing and Community Development (DHCD), and the Department of Mines, Minerals, and Energy (DMME). The Secretary’s Office may need to assist with decision making and coordination with the Governor’s Office should these agencies become involved in emergency or disaster related operations in support of the State EOC.

#### **H. Community College System, Virginia**

1. Provide guidance and assistance to community colleges with the development and maintenance of emergency plans and procedures.
2. Following an emergency or major disaster, provide an initial assessment of damages to state-owned community college property. Report to the State EOC within 72 hours.
3. Provide technically-qualified personnel to assist VDEM in the preparation of Damage Survey Reports covering community colleges to determine eligibility and support project applications for public assistance under the Stafford Act.

#### **I. Conservation and Recreation, Department of (DCR)**

1. Ensure that all citizens living in flood-prone areas have the opportunity to indemnify themselves from flood losses through the purchase of flood insurance under the provisions of the National Flood Insurance Act (Chapter 3.5, Title 62.1, Code of Virginia, as amended).
2. Assist VDEM in the preparation of a hazard mitigation plan when requested.
3. Administer dam safety regulations providing for the safe design, construction, operation, and maintenance of impounding structures as defined in the State Dam Safety Act. See Annex I, Attachment 3.
4. Provide technical assistance to the VDEM in the areas of flood damage impacts and dam safety.
5. Assist the VDEM in the delivery of the Hazard Mitigation Grant Program when requested.

6. Provide initial damage assessment reports to the State EOC reflecting any damage to state-owned parks.
7. Assist VDEM with more detailed damage assessment surveys for public assistance under the Stafford Act for dikes, levees, dams, irrigation and waterworks, and drainage facilities.
8. Assist the Department of Forestry in determining the economic feasibility of salvage of damaged timber and assist with the removal of such timber.
9. Coordinate federal agency assistance in soil and water conservation projects.
10. Assist the Department of Forestry in damage assessment of state-owned streams and channels.
11. Provide a state representative to serve on the Federal Interagency Hazard Mitigation Team for flood disasters when requested.

**J. Corporation Commission, State (SCC)**

1. Serve as the state commodity manager for electric power and natural gas and maintain those parts of the State EOP. See Annex H, Attachments 1 and 2.
2. Provide initial damage assessment reports, based on information provided by utility companies, to the State EOC reflecting any damage to public utilities.
3. Assist VDEM with more detailed damage surveys for public assistance under the Stafford Act.
4. Monitor the restoration of electric power and natural gas services, and keep the State EOC advised as requested.
5. Coordinate state actions, as required, in adjudication or administration of insurance claims and coordinate requirements for insurance under the Stafford Act (PL 93-288, Section 311).
6. Be responsible for the insurance function within the State Recovery Task Force which will be established following a major disaster; maintain that part of the State EOP (see the Recovery Plan); and facilitate, in coordination with local government, the handling of disaster-related insurance claims.

**K. Corrections, Department of (DOC)**

1. Develop and maintain intradepartmental plans and procedures for the care of the inmate population during emergency operations. Provide for their evacuation from facilities in high-risk or threatened areas and for their reception and care in like facilities in a safer area.
2. Within security limitations, provide manpower, equipment, medical support, backup communications, and other support to state and/or local governments during disaster response and recovery operations.

**L. Economic Development Partnership, Virginia (EDP)**

1. To serve on the State Disaster Recovery Task Force when activated by the Governor following a major disaster. To be responsible for the Business Recovery function which coordinates with affected localities to help businesses recover and reopen as soon as possible.

**M. Education, Department of**

1. Require and assist with the development and maintenance of emergency response plans and procedures for each primary and secondary school. Include the needed guidance in ongoing training programs.
2. Local school divisions should assist local governments with the assessment of initial damage to public schools and equipment.
3. Assist VDEM as requested with detailed damage surveys for public assistance under the Stafford Act.

**N. Emergency Management, Department of (VDEM)**

1. During normal operations, coordinate the disaster planning, preparedness, and mitigation activities of state departments and agencies. Develop, maintain, publish, and distribute the State EOP.
2. Provide guidance and assistance to cities and counties with the development and maintenance of local Emergency Operations Plans (EOPs) pursuant to this plan.
3. Provide warnings to local governments and state agencies as needed concerning any threatening large-scale emergency or disaster situation.
4. Operate the State EOC from which statewide disaster response operations are directed and controlled. See Annex A, Attachment 1.

5. Provide for emergency communications between the State EOC and all affected local governments and designated state agencies. See Annex B.
6. Provide guidance and assistance to affected local governments in time of emergency. Maintain a record of all requests for assistance and follow-up actions. Process and transmit requests for federal disaster assistance.
7. Coordinate disaster mutual aid programs: the Emergency Management Assistance Compact for interstate mutual aid and the Statewide Mutual Aid program between localities in-state.
8. Coordinate with electric power utilities, fuel suppliers, and responsible state agencies as needed in order to keep the State EOC informed about statewide power outages and fuel shortages. See Annex H.
9. Assure the receipt of official situation reports and requests for assistance from affected cities and counties. Conduct in-the-field needs assessment surveys immediately following the event as needed.
10. During emergency operations, keep the State Secretary of Public Safety and FEMA advised by submitting daily or twice-daily status reports. Supplement with special updates as needed.
11. Coordinate the disaster response and recovery activities of nongovernmental organizations, such as the American National Red Cross, Salvation Army, Virginia Council of Churches' Disaster Response Network, Civil Air Patrol, and the Associated General Contractors of Virginia.
12. Keep the public informed concerning statewide emergency operations. Provide periodic news releases as needed.
13. Coordinate the administration of federal disaster assistance under the Stafford Act. Inform individuals, local officials, and businesses of authorized disaster assistance and procedures for obtaining such assistance. See the State EOP, Volume 2: Disaster Recovery Plan.
14. Design and deliver a statewide program for emergency management training, primarily for local governments and state departments and agencies.
15. Administer to local governments, state agencies and certain private/non-profits the Commonwealth's portion of the Federal/State Public Assistance Program in accordance with the Stafford Act. The State will be assisted by the following agencies:
  - a. Category A, Debris Clearance

- (1) Department of General Services.
  - (2) Department of Transportation.
  - (3) Department of Conservation and Recreation.
  - (4) Department of Forestry for state forest areas only.
- b. Category B, Protective Measures
- (1) Department of Health.
  - (2) Department of Agriculture and Consumer Services.
  - (3) Division of Soil and Water Conservation, Department of Conservation and Recreation.
  - (4) Department of Transportation.
- c. Category C, Road Systems (Emergency Repair or Replacement of Street, Road and Highway Facilities)
- Department of Transportation.
- d. Category D, Water Control Facilities (Emergency Repair or Replacement of Dams, Dikes, Levees, Irrigation and Water Works, and Drainage Facilities)
- (1) Office of Water Programs, Department of Health.
  - (2) Division of Soil and Water Conservation, Department of Conservation and Recreation.
  - (3) Department of Mines, Minerals and Energy (for water or silt retaining dams on mine sites).
- e. Category E, Buildings and Equipment (Emergency Repair or Replacement of Public Buildings and Related Equipment)
- (1) Department of General Services.
  - (2) Department of Housing and Community Development.
  - (3) Department of Health.

- (4) Department of Environmental Quality.
- (5) Department of Aviation.
- (6) Virginia State Library and Archives.
- (7) Department of Education (for school buildings).
- f. Category F, Public Utility Systems (Emergency Repair or Replacement of Public-Owned Utilities)
  - (1) State Corporation Commission.
  - (2) Office of Water Programs, Department of Health.
  - (3) Department of Environmental Quality.
  - (4) Department of Conservation and Recreation.
  - (5) Department of Mines, Minerals and Energy.
- g. Category G, Other (Not In Above Categories)
  - (1) Department of Conservation and Recreation.
  - (2) Department of Forestry.
- 16. Develop and administer a program which provides a statewide capability for hazardous materials incident response. Provide certification training to state and local emergency responders. See the Oil and Hazardous Materials Response Plan (Volume 4).
- 17. Develop and administer a program which provides a statewide capability for missing person search and rescue. Provide a certification training program for search team leaders and search dog handlers. See Annex K.

**O. Employment Commission, Virginia (VEC)**

- 1. Assist state and local governments in recruiting personnel to help implement federal disaster assistance programs.
- 2. Administer disaster unemployment and reemployment assistance as a part of federal disaster assistance and the State Recovery Task Force. See the Recovery Plan Volume 2).

**P. Environmental Quality, Department of (DEQ)**

1. Coordinate source investigation for discharges of hazardous substances threatening or impacting state waters; notify appropriate state departments and agencies.
2. Provide technical assistance and guidance to state agencies with regard to environmental water quality.
3. Provide limited response and incident assessment to situations involving hazardous materials; notify appropriate designated state agencies .
4. Provide assistance in damage assessment as well as hazard mitigation survey following natural disasters, with emphasis on water treatment and sewage treatment plants.
5. Exercise general supervision and regulatory control over waste management activities.
6. Provide technical assistance and guidance to waste management facilities.
7. Provide limited technical assistance and accident/incident assessment during a situation involving hazardous materials.
8. Assist VDEM and other state agencies with initial damage assessment for public assistance under the Stafford Act. Also assist later with more detailed damage survey reports upon request.
9. Provide advice and assistance to state departments and agencies in air pollution planning and operational matters within available resources and capability.
10. Investigate excessive air pollution emissions from industrial sources resulting from peacetime disasters. Work with sources to ensure that they meet the requirements of the Air Pollution Control Law of Virginia and the SAPCB Regulations for the Control and Abatement of Air Pollution.
11. Provide mapping and natural resource information services to assist risk analysis and disaster response under various disaster conditions.
12. Review environmental impact statements written to cover major state projects as defined in the Environmental Impact Report Act of the Commonwealth of Virginia.

**Q. Fire Programs, Department of (DFP)**

1. Develop and maintain, in conjunction with the Department of Forestry and in coordination with VDEM, the parts of the State EOP which address large-scale firefighting operations in urban and suburban areas. See Annex F, Attachment 1.
2. Provide fire services for urban and suburban structural fires.
3. Provide fire incident reporting system data.
4. Provide fire training on a statewide basis.
5. Assist VDEM with State EOC operations.

**R. Forestry, Department of (DOF)**

1. Develop and maintain, in conjunction with the Department of Fire Programs and in coordination with VDEM, the parts of the State EOP which address large-scale firefighting operations in rural areas. See Annex F, Attachment 2.
2. Fire service for natural cover fires; assist, within capability, for rural structures.
3. Back-up communications to support emergency services activities for regional communications within the capability of the forestry network.
4. Act as agent for contracting for debris clearance from state-owned forests, streams, and banks.
5. Determine assistance required from federal government in fire suppression under the Stafford Act (PL 93-288, Section 420).
6. Determine initial damage assessment for state-owned forests, streams, and channels, assisted by the Division of Soil and Water Conservation.
7. Assist VDEM with State EOC operations and with in-the-field inspections following a major disaster.
8. Determine the economic feasibility of salvage of damaged timber and assist with removal of such timber.
9. Removal of damaged timber from state-owned land and coordinate timber removal operations from privately-owned lands authorized by the Stafford Act (PL 93-288, Section 421).
10. Support search and rescue operations, when requested.

**S. Game and Inland Fisheries, Department of (DGIF)**

1. Restoration of state wildlife and fishery resources in disaster areas.
2. Restoration of public lakes and streams in disaster areas.
3. Support the Department of State Police with personnel with arrest authority.
4. Assist VDEM with detailed damage surveys for public assistance as required by the Stafford Act.
5. Support search and rescue operations, when requested.

**T. General Services, Department of (DGS)**

1. Develop and maintain the Public Works and Engineering Annex to the State EOP Basic Plan and, during emergency response and recovery, coordinate the activities of all state agencies with public works-related duties and responsibilities.
2. Coordinate with the Health Department, Division of Water Programs concerning water supply and wastewater treatment facilities. See Annex I, Attachment 1.
3. Develop and maintain, in coordination with VDOT, the state's Debris Management Plan. See Annex I, Attachment 4.
4. As requested through the State EOC, provide potable water in water trucks or containers to localities as needed until public drinking water systems are restored.
5. Coordinate with the Department of Housing and Community Development to develop and maintain a state plan to assist localities with post-disaster building inspections and the demolition or stabilization of damaged structures. Include it as an attachment to the Public Works and Engineering Annex.
6. The Division of Engineering and Buildings will assist the State EOC with the post-disaster damage assessment of insured state-owned property.
7. Coordinate with the Department of Conservation and Recreation to maintain a Dam Safety plan. Include it as an attachment to the Public Works and Engineering Annex.
8. Upon request from the Governor, serve on the State Recovery Task Force which will supplement federal disaster assistance, primarily by providing longer-term recovery assistance to affected localities. Assist with the public utilities infrastructure restoration function. Reference the State EOP, Volume 2: Disaster Recovery Plan .

9. The Division of Purchases and Supply will coordinate the federal and state surplus and excess property program for local governments, provide purchasing assistance for local governments, and assist the Department of Motor Vehicles with arranging to transport essential goods and supplies.
10. The Division of Risk Management will coordinate the state centralized insurance program with state agencies, as required, to restore services.

**U. Health, Department of (VDH)**

1. Provision of emergency health services, to include:
  - a. Develop and maintain, in coordination with VDEM, that part of the State EOP which address medical and health services. See Annex G.
  - b. Develop and maintain that part of the State EOP which addresses water supply and wastewater treatment facilities and services (Office of Water Programs).
  - c. Coordinate provision of medical and dental care for the impacted population in all specialties and adjunct therapeutic fields.
  - d. Plan for the operation of first aid stations and coordinate state-level support to hospitals and clinics.
  - e. Coordinate and provide technical advice for preventive health services, including detection, identification, and control of communicable diseases, their vectors and other public health hazards.
  - f. Establish standards pertaining to the safety of food, milk, and drugs.
  - g. Determine standards for inspection of food from storage, markets, restaurants, food processing plants, and distribution points for possible chemical or biological contamination; prompt inspection of damaged foodstuffs.
  - h. Evaluate and provide technical advice for the control of internal radiation exposure hazards associated with contaminated food, milk, and drugs.
  - i. Assist local jurisdictions in implementing water purification and quality control measures.
  - j. Assist local jurisdictions in establishing individual water supply.
  - k. Coordination and control of biologicals and radiologicals used in medical practice.

- l. Collect and examine the dead, determine the nature and extent of injury, recover forensic medical and physical evidence, identify the victims using scientific means and certify the cause and manner of death. All activities are sufficiently documented for admissibility in criminal and/or civil courts.
  - m. Provide vital statistics services.
  - n. Assist local jurisdictions in coordinating rehabilitation and related services for disabled survivors.
2. Assist with the initial damage assessment of public health and sanitation buildings and facilities, to include public water and sewage systems.
  3. Assist the Department of Mental Health, Mental Retardation and Substance Abuse Services in professional counseling services to victims of major disasters in order to relieve mental health problems caused or aggravated by the disaster or its aftermath.
  4. Following an emergency or major disaster, assist VDEM with damage surveys and with follow-up inspections for public assistance projects as required by the Stafford Act.
  5. Assist VDEM with the development of emergency response plans to deal with peacetime nuclear accidents/incidents, to include accident evaluation, environment monitoring, and information on protective action(s) to be taken by governmental agencies and the public when an accident occurs.
  6. Develop and administer plans and programs to deal with radiation hazards of medical and dental x-ray equipment.
  7. Provide technical assistance during hazardous materials incidents.
  8. Assist the Department of Social Services in providing assistance to evacuees during repatriation of U.S. citizens from abroad. (See Annex E, Attachment 3.)

#### **V. Health Professions, Department of (DHP)**

1. Provide professional staffing and technical assistance as needed to assure the proper use, transport, storage, and disposition of drugs during emergency operations and recovery.
2. Provide assistance in locating needed licensed health and health-related professionals throughout the Commonwealth.

#### **W. Higher Education for Virginia, State Council of**

1. Require the development and maintenance of institution emergency response plans and procedures. Coordinate with local government as appropriate.
2. Develop and maintain a statewide database of college and university faculty members and others who are known to have expertise and skills, which may be needed in the event of an emergency or major disaster (such as structural engineering, hazardous materials, foreign languages, etc.).

**X. Historic Resources, Department of (DHR)**

At the request of the Governor, serve on the State Recovery Task Force in order to assist with the restoration of historic buildings and facilities to their pre-disaster condition.

**Y. Housing and Community Development, Department of (DHCD)**

1. Establish a State Disaster Recovery Task Force office and designate a State Recovery Task Force Coordinator. This office will be the focal point for the coordination of long-term recovery assistance to affected private business, industry, state agencies, local governments, farming activities, and individuals. Maintain the State Disaster Recovery Task Force part of the State EOP Volume 2: Disaster Recovery Plan.
2. Assist FEMA with the administration of the temporary housing program as authorized by the Stafford Act (Public Law 93-288, Section 408). The Department of Social Services, local governments, and quasi-public relief organizations will assist those individuals meeting temporary housing eligibility criteria. See the State EOP, Volume 2: Disaster Recovery Plan.
3. Assist the State EOC in assessing initial damage to urban and suburban residential areas, businesses, industry, and publicly-owned property (state and local).
4. Assist VDEM with damage survey reports (DSRs) and with follow-up inspections for public assistance projects in accordance with the Stafford Act.
5. Following a disaster or emergency situation resulting in severe damage to essential records, assist the Library of Virginia in examining the damages and develop a specific plan for the recovery and/or salvage of the public records involved. Take charge of the implementation of this plan when requested to do so by authorized officials.

**Z. Housing Development Authority, Virginia**

Assist the Department of Housing and Community Development in the coordination of state/federal temporary housing and long-range recovery programs .

**AA. Information Technology Agency, Virginia(VITA)**

1. Assist the Department of Emergency Management in the provision of emergency communications.
2. Operations and maintenance of the statewide contracted voice and data telecommunications network services assigned to VITA.
3. Coordinate with local and long distance telecommunications carriers to ensure timely restoration of private and public telecommunications services.
4. Ensure access to data processing facilities and equipment to state agencies for critical applications during emergency operations.
5. The Trouble Report Management Center (TRMC) will serve as the liaison with telecommunications vendors, VITA, and its customers to ensure a timely restoration of telecommunications services.

**BB. Labor and Industry, Department of (DOLI)**

Serve on the State Recovery Task Force and assist with the long-term rehabilitation of businesses and industrial facilities following a major disaster.

**CC. Library of, Virginia**

1. Develop a plan to ensure the preservation of public records in the event of a disaster or emergency. Coordinate this plan with the Department of Emergency Management and distribute copies to all agency heads.
2. Coordinate emergency recovery operations when public records are affected.
3. Establish an active program to provide technical assistance to state agencies, local governments, and libraries in Virginia to ensure the preservation of public records.
4. Distribute and maintain copies of the State EOP to selected public libraries statewide.

**DD. Local Government, Commission on**

Provide a copy of the most current Fiscal Stress Profile Data by Locality to VDEM upon request.

**EE. Marine Resources Commission**

1. Support search and rescue operations, when requested.

2. Support the Department of State Police with personnel with arrest authority.
3. Assist the State EOC in assessing initial damage to marine resources.
4. Assist the State EOC with detailed damage surveys for public assistance as required by the Stafford Act.

**FF. Mental Health, Mental Retardation and Substance Abuse Services, Department of (DMHMRSAS)**

1. Provide crisis counseling assistance and training authorized by the Stafford Act (PL 93-288, Section 416).
2. Provide crisis counseling and training in support of the Department of Social Services during repatriation of U. S. citizens from abroad.
3. Following an emergency or major disaster, report any damages to agency-managed or agencycontrolled facilities to the State EOC within 72 hours of the peak of the event.

**GG. Military Affairs, Department of (DMA)**

1. Develop and maintain, in coordination with VDEM, that part of the State EOP which addresses state military operations in support of the State EOC in time of emergency. See Annex J, Attachment 1.
2. Upon request, provide a liaison team to the State EOC to provide advice on the organization, mission, and capabilities of military forces of the Commonwealth.
3. Upon request, provide a liaison team to the Defense Coordinating Element (DCE) to ensure proper coordination between federal and state military forces.
4. Be prepared to support State EOC operations for, but not limited to, the following:
  - a. Back-up communications.
  - b. Air and ground transportation and reconnaissance.
  - c. Emergency feeding support, including water distribution.
  - d. Area security and civil disturbance control, in coordination with the Department of State Police.
  - e. Emergency equipment to local governments (as available).

- f. Assisting the Department of Health in emergency health care.
- g. Assisting the Department of Health in the supply of water.
- h. Search and rescue operations support, upon request.
- i. Back-up radiological monitoring and reporting for peacetime nuclear accidents/incidents.
- j. Decontamination assistance
- k. Emergency air medical evacuation (MEDEVAC) in a last resort, life or death situation.
- l. Engineering support.
- m. Air and ground firefighting.

#### **HH. Mines, Minerals and Energy, Department of (DMME)**

- 1. Serve as the commodity manager for petroleum products and solid fuels and maintain those parts of the State EOP. See Annex H, Attachments 3 and 4.
- 2. Provide maps showing locations of gas or oil wells, gathering pipelines and associated facilities.
- 3. Assist the State EOC with the assessment of damage to water or silt retaining dams on mine sites.

#### **II. Motor Vehicles, Department of (DMV)**

- 1. Support the Department of State Police with personnel with arrest authority.
- 2. Provide receptionist and registration personnel for Disaster Recovery Centers as requested..
- 3. Provide relief support personnel, as requested and available, for operation of computer networks and other emergency response needs.
- 4. Assist the State EOC in order to facilitate the movement of essential supplies and equipment during disaster response and recovery operations.

**JJ. Planning and Budget, Department of (DPB)**

1. Transfer and allot appropriations for emergency operations in accordance with provisions of the Appropriation Act.
2. Provide a staff recommendation to the Governor on the percent of state assistance to local government for recovery of damage to public facilities.

**KK. Port Authority, Virginia (VPA)**

1. Assist VDOT with the development and maintenance of the State EOP, Volume 7: Transportation Plan.
2. Manage water transportation and marine terminal facilities.
3. Coordinate the provision of water transport services and resources in support of disaster operations.

**LL. Professional and Occupational Regulation, Department of**

1. Provide assistance in locating needed professionals to assist with disaster response and recovery operations.

**MM. Public Safety, Secretary of**

1. During normal operations, direct and support, as needed, the Department of Emergency Management to coordinate the disaster planning and mitigation activities of state departments and agencies.
2. During emergency operations, receive the twice-daily situation reports from the State EOC, keep the Governor advised of the status of the event (especially the emergency response activities of state agencies), and assist with gubernatorial decision making as needed.

**NN. Rail and Public Transportation, Department of**

1. Develop and maintain, in coordination with VDOT, the parts of the State EOP which address rail and public transportation. See Volume 7: Transportation EOP.
2. Following an emergency or disaster, provide initial damage assessment reports to the State EOC reflecting any damage to railroads. Coordinate with local governments to report damages to public transportation equipment and facilities.

3. If requested, assist VDEM with more detailed damage surveys of rail and public transportation systems, facilities, and equipment.
4. Coordinate the restoration of rail and public transportation services.

**OO. Red Cross, American (ARC)**

1. Provide mass care shelter standards and training. See Annex E.
2. Staff and operate Red Cross mass care shelters with trained volunteers as needed and in coordination with affected local governments and local Departments of Social Services.

**PP. Social Services, Department of (DSS)**

1. Develop and maintain, in coordination with the American Red Cross and VDEM, the parts of the State EOP which address mass care shelter operations. (See Annex E, Attachment 1.)
2. Emergency community social services
3. On the local level, operate public shelters for displaced persons in time of emergency providing for:
  - a. Mass feeding (overall coordination of quasi-public and private relief organization feeding operations).
  - b. Clothing supply points, bedding, and operational supplies, such as sanitary cleaning, disinfecting, and related supplies
  - c. Essential family services
4. Provide guidance for the care of the elderly, blind, and other persons with special needs, excluding those under daily medical care.
5. Emergency financial assistance and food stamps to disaster victims when authorized by the proper authority
6. Family rehabilitation and social services
7. Assist the Department of Housing and Community Development in determining requirements for temporary housing.

8. Develop and administer the Other Needed Assistance – Individual and Households Program authorized by the Stafford Act (PL 93-288, Section 411). Detailed procedures are to be included in the State EOP, Volume 2: Disaster Recovery Plan.
9. Assist the State EOC and local governments in assessing initial damages to state-owned and private nonprofit custodial care facilities.
10. In accomplishing the above tasks, the disaster relief capabilities of the American National Red Cross, the Salvation Army, the Virginia Council of Churches, and other volunteer organizations will be utilized consistent with applicable laws, formal agreements, and memorandums of understanding.
11. Develop and maintain site-specific plans and internal operating procedures for repatriation of U. S. citizens from abroad. (See Annex E, Attachment 4.)
12. Assist with the organization and maintenance of the Virginia Voluntary Organizations Active in Disasters (VAVOAD).
13. Assist state and local governments in recruiting volunteer organizations to perform specific disaster response and recovery tasks upon request.

**QQ. State Police, Department of (VSP)**

1. Develop and maintain, in coordination with VDEM, that part of the State EOP which addresses law enforcement operations during a major emergency or disaster situation.
2. Provide statewide communications in support of emergency management operations and assist VDEM in providing field communications and command post support.
3. Law enforcement, protection of life and property, and traffic control, supplemented by law enforcement personnel of other state law enforcement agencies when requested for specific mission assignments.
4. Provide warning, primarily to local governments and to state departments and agencies, in coordination with VDEM.
5. Be prepared to provide an agency representative (from the Bureau of Field Operations) to the State EOC to coordinate support during disasters and other emergency situations.
6. Assist local governments with on-scene search and rescue operations as requested.
7. Evacuation in coordination with local governing officials and law enforcement personnel.

8. Assist the Department of Health in identification of the dead, upon request.
9. Conduct radiological monitoring and reporting for peacetime nuclear accidents/incidents.
10. Investigate aircraft accidents and prepare the reports required by the National Transportation Safety Board.
11. Assist local law enforcement agencies in providing security, traffic control, and law enforcement at evacuation processing centers in support of emergency repatriation.

**RR. Taxation, Department of**

Assist the Secretary of Commerce and Trade or his designee with long-term economic recovery following a major disaster.

**SS. Transportation, Department of (VDOT)**

1. Develop and maintain, in coordination with DOA, DMV, RPT, and VPA, the State EOP, Volume 7: Transportation Plan. Coordinate with VDEM to assure compatibility with the State EOP, Volume 1: Basic Plan.
2. Facilitate, in coordination with the State Police, the State EOC, and affected local governments, traffic movement during a large-scale evacuation and re-entry. Reference the Virginia Hurricane Emergency Response Plan, and the VDOT Hampton Roads Hurricane Evacuation Traffic Control Plan.
3. Provide initial damage assessment reports by county or city to the State EOC reflecting any damage to highways, roads, and bridges in the state system. Reports should be submitted within 72 hours of the peak of the event.
4. Implementation of the Emergency Highway Traffic Regulation Plan.
5. Debris clearance and removal from highways, roads, bridges, and state-owned property.
6. Coordinate requests for federal assistance for debris or wreckage removal from state property.
7. Assist VDEM with damage survey reports (DSRs) and with follow-up inspections for public assistance projects in accordance with the Stafford Act.

8. Restoration of highways, roads, and bridges which are a responsibility of the Department of Transportation. Assist cities and counties in the restoration of highways, roads, and bridges, upon request (accounts receivable basis).
9. Emergency engineering services for highway operations.
10. Back-up communications to support emergency services activities.
11. Ground transportation (Central Garage Pool).
12. Highway clearance for oversize and overweight vehicles.
13. Emergency demolition, except demolition from private property, unless structure poses a safety hazard to the traveling public.
14. Following an emergency or major disaster situation when the State Recovery Task Force is activated, provide long-range recovery functions as required to restore the transportation infrastructure. See the State EOP, Volume 2: Disaster Recovery Plan.

**TT. Treasury, the Department of**

Assist the Secretary of Commerce and Trade or his designee with long-term economic recovery following a major disaster.

**UU. Virginia Cooperative Extension (VPI&SU and VSU)**

1. Based on existing working arrangements and as resources permit, assist the EOCs of affected localities with the preparation and submission of Initial Damage Assessment (IDA) reports. Reports should be submitted within 72 hours of the peak of the event.
2. As resources permit, assist local EOCs with reports in time of emergency, to include the preparation and submission of a daily local situation report to the State EOC.

**VV. Virginia Voluntary Organizations Active in Disasters (VAVOARD)**

Coordinate the interaction between voluntary disaster relief agencies and government disaster response activities in accordance with local, state, and federal disaster response plans.

**WW. Office of the State Veterinarian, Division of Animal and Food Industry Services (DAFIS), Department of Agriculture and Consumer Services**

Develop and maintain, in coordination with VDEM, that part of the State EOP which address animal care and control services. See Annex N.

## **ADDITIONAL TASK ASSIGNMENTS**

Specific tasks, as assigned, to any state agency by the Governor.

Basic Plan, Appendix 2, Tab A  
**ANNEX/SUB-PLAN RESPONSIBILITY**

State departments and agencies are assigned responsibility for preparation and maintenance of State EOP, Basic Plan annexes and other subplan elements as listed below:

<u>Annex/Sub-Plan Identification</u>	<u>Subject</u>	<u>Proponent State Department or Agency</u>
	Basic Plan (State EOP, Vol. 1)	Emergency Management
A	Direction and Control	Emergency Management
A-3	Local EOC Reports	Emergency Management
B	Communications and Warning	Emergency Management
C	Public Information	Emergency Management
D	Law Enforcement	State Police
E	Mass Care	Social Services, American Red Cross, and Emergency Management
F-1	Urban Fire Service	Fire Programs
F-2	Forest Fire Response	Forestry
G	Health and Medical Services	Health
H-1	Natural Gas	State Corporation Commission
H-2	Electric Power	State Corporation Commission
H-3	Petroleum Products	Mines, Minerals and Energy
H-4	Solid Fuels	Mines, Minerals and Energy

<u>Annex/Sub-Plan Identification</u>	<u>Subject</u>	<u>Proponent State Department or Agency</u>
I-1	Water Supply/Wastewater Treatment Facilities	Health (Water Programs)
I-2	Drought Monitoring Task Force	Environmental Quality
I-3	Dam Safety	Conservation and Recreation
I-4	Debris Management	Emergency Management, General Services, and Transportation
J-1	State Military Support	Military Affairs
J-2	Federal Military Support	Department of Defense
K	Search and Rescue	Emergency Management
L	Resource Support	Emergency Management and General Services
L-1	Food and Bottled Water	Agriculture and Consumer Services
L-2	Donations	Emergency Management
L-3	Interstate & Intrastate Mutual Aid	Emergency Management
M	Financial Management	Emergency Management
N	Animal Care and Control	State Veterinarian
O	Transportation	Transportation
Vol 2	Disaster Recovery Plan	Emergency Management
Vol 3	Radiological Emergency Response Plan	Emergency Management

<u>Annex/Sub-Plan Identification</u>	<u>Subject</u>	<u>Proponent State Department or Agency</u>
Vol 4	Oil and Hazardous Materials Emergency Response Plan	Emergency Management
Vol 5	Hurricane Emergency Response Plan	Emergency Management
Vol 6	Hazard Mitigation Management Plan	Emergency Management
Vol 7	Transportation Emergency Operations Plan	Transportation (VDOT) Aviation (DOAV) Motor Vehicles (DMV) Rail and Public Transportation (RPT) Virginia Port Authority (VPA)
Vol 8	Terrorism Consequence Management Plan	Emergency Management

Basic Plan, Appendix 2, Tab B  
**FUNCTIONAL MATRIX FOR STATE AGENCIES**

Federal Emergency Support Functions 1-12  Additional State Functions 13-17	ESF 1: Transportation	ESF 2: Communications	ESF 3: Public Works	ESF 4: Fire Fighting	ESF 5: Information & Planning	ESF 6: Mass Care	ESF 7: Resource Support	ESF 8: Health & Medical	ESF 9: Search & Rescue	ESF 10: Hazardous Materials	ESF 11: Food & Water	ESF 12: Energy	ESF 13: Military Support	ESF 14: Public Information	ESF 15: Volunteers & Donations	ESF 16: Law Enforcement	ESF 17: Animal Care & Control	Direction and Control	Financial Management
Agency/Department																			
Agriculture & Consumer Services					S		S				P						P		
American Red Cross					S	P		S			S			S	P				
Attorney General's Office																			
Aviation	S						S												
Business Assistance																			
Chesapeake Bay Bridge-Tunnel Com	S									S									
Conservation & Recreation			P																
Corrections							S												
Criminal Justice Services						S													
Economic Development Partnership																			
Emergency Management	S	P			P	S	S		P	P		S		P	P		S	P	P
Environmental Quality																	S		
Fire Programs				P															
Forestry				P	S									S					
Game & Inland Fishers																	S		
General Services							P												
Health							S	P		S				S			S		
Housing & Community Development						S	S												
Information Technology		S																	
Marine Resources Commission																			
Mental Health, MR & SAS						S		S											
Military Affairs																S			
Mines, Minerals, & Energy			S									P		S					
Motor Vehicles	S													S					
Social Services						P					S				S				
State Corporation Commission												P		S					
State Police	S	S								S				S		P			
Transportation	P		S							S				P				P	S
Virginia Port Authority	S									S									
Virginia VOAD						S									P				

**P** Primary Agency

**S** Support Agency

**STATE RESPONSE ACTIVITIES  
IN SUPPORT OF THE IMPLEMENTATION OF  
STATE AGENCIES' CONTINUITY OF OPERATIONS PLANS**

Once any disruptive event occurs, each organization of state government should have the capacity to resume and continue the performance of its essential constitutional, statutory or regulatory functions and services within hours rather than days of the event.

The purpose of this appendix is to outline the roles of the Virginia Department of Emergency Management, the Virginia Emergency Response Team (VERT), and the Virginia Emergency Operations Center (VEOC) for the continuity essential functions of government should the Commonwealth of Virginia during a declared State of Emergency, experience:

1. The incapacitation of its Constitutional leadership, or
2. The interruption of the normal operations of state agencies, or
3. The rendering facilities normally utilized by branches of state government unusable.

In cooperation with the Governor's Office of Commonwealth Preparedness, the Virginia Department of Emergency Management (VDEM) will:

1. Develop an overarching statewide Continuity of Operations (COOP) management program based on industry best practices, and published COOP guidance and standards from the National Fire Protection Association (NFPA), the Emergency Management Accreditation Program (EMAP) and the Federal Emergency Management Agency (FEMA), and
2. Provide guidance to State agencies for use in the development and maintenance of a viable agency COOP program, and
3. Encourage compliance through training, mentoring and defining a testing program for State agencies.

Every executive branch agency will develop, test and maintain plans that address continuity of their operations and services, and the security of their customers and employees, in the event of natural or man-made disasters or emergencies, including terrorist attacks.

Every VERT agency identified in the COVEOP as performing functions essential to the Commonwealth's Emergency Management Program will maintain a current copy of their agency's COOP on file with VDEM.

The VEOC, as the coordinating structure for the state's response to natural or man-made disasters or emergencies, is responsible to:

1. Develop a COOP implementation strategy and contingency plan that:
  - a. Provides for the prioritization and orderly transition of multiple agencies from the normal facilities operation to the alternate site operation, and
  - b. Ensures all essential functions that are associated with normal emergency operations are available to an impacted area as quickly as the situation will allow.
2. Coordinate agencies COOP activation, implementation and movement/relocation movement to an alternate site, and
3. Develop a redeployment plan for the termination and timely return to the agencies permanent facility.

**POLICY STATEMENT FOR  
STATE RESPONSE ACTIVITIES  
IN SUPPORT OF LOCAL GOVERNMENTS**

It shall be the policy of the Department of Emergency Management (VDEM) to provide direct assistance to units of local government in preparing for, responding to, and recovering from emergencies and disasters. To accomplish this mission, the Department may find it necessary to deploy agency representatives to the affected area(s) during these emergencies and disasters to provide guidance, technical advice and coordination of resources necessary to support local emergency operations.

Section 44-146.18, Code of Virginia as amended, hereinafter stated as "the Code" provides VDEM with the necessary authority to provide assistance to local governments during emergency and disaster events. This section of the Code also requires VDEM to develop and maintain a current Commonwealth of Virginia Emergency Operations Plan (State EOP) which details how units of local and state government will operate during emergency events. This Plan, published by Governor's Executive Order, is in effect the Commonwealth's legal policy regarding emergency response and recovery operations.

The State EOP places primary responsibility for response to emergencies and disasters with local government. When local resources have been fully committed to an incident and additional assistance is still required, local government may request assistance from the state. In the event of large-scale incidents, such a request may have to be preceded by a Declaration of Local Emergency as provided for in Section 44-146.20 of the Code. Guidance as to the necessity for a Declaration of Local Emergency can be obtained from VDEM. It is the responsibility of VDEM to coordinate the delivery of additional state assistance. If the state lacks sufficient resources to deal with an emergency or disaster event, VDEM may request assistance from the federal government.

It has been and will continue to be the policy of VDEM to coordinate the delivery of emergency assistance to affected local governments. The role of VDEM is clearly defined in Section 44-146.18 of the Code as well as in the State EOP as being one of coordination. In any case when VDEM provides assistance, to include on site representation at an incident, overall command, control and responsibility will remain with local government, except in cases when state and/or federal law transfers authority and responsibility to a specific state or federal agency (e.g., an EPA Superfund site or statewide search and rescue operation involving lost aircraft).

Section 44-146.20, of the Code, provides the authority to local government to expend available local funds to combat an emergency or disaster situation, without regard to normal time consuming procurement procedures. The Code Sections 44-146.18:2. and 44-146.28 provides a similar authority to VDEM and agencies of state government. This ensures that units of local and state government have the necessary financial resources to respond to emergency or disaster event.

It must be realized that since local governments have primary responsibility for dealing with emergency and disaster situations in their jurisdiction, they generally will be responsible for costs associated with emergency operations. This responsibility would apply to the local jurisdictions direct cost for operations, contractor procurement, mutual aid, etc., unless specific arrangements are detailed ahead of time which indicate that a source other than the local jurisdiction will fund these costs. The cost of state resources will be the responsibility of the involved state agencies, again, unless other arrangements are detailed ahead of time.

The Code, Section 44-146.28, provides the Governor with the authority to expend a "sum sufficient" to assist state agencies and local governments in meeting the financial obligations of an incident. However, it should be noted that use of this funding authority to assist state agencies and local governments with meeting any emergency and disaster related costs is discretionary and requires a Declaration of Emergency by the Governor. Each emergency or disaster event will be evaluated by the Governor on a case-by-case basis to determine if sum sufficient or other funding sources may be used to reimburse state agencies and local governments for event-related expenses, in part or in full.

In the event that an incident is related to a release of hazardous materials, the Commonwealth may take necessary action against the responsible party to collect reimbursement of costs on behalf of local and state agencies. However, this action will be based upon the event being classified as a state-level response. Reimbursement of local government of costs will be predicated upon the Commonwealth's collecting these monies as specified in Section 44-146.37, of the Code.

Therefore, local governments should be aware that the State EOC will continue to assist them with obtaining the necessary resources to respond appropriately to emergency and disaster events when situations exceed local capabilities. The role of the State EOC will continue to be one of coordination and will not replace the authority or responsibility of local officials to exercise control over emergency or disaster events. Funding mechanisms exist at both the local and state level to deal with related financial requirements. Typically, financial responsibility for operations in a jurisdiction is the obligation of the impacted local government, unless other arrangements are detailed ahead of time. Operational costs for state agencies involved in a response will be handled by the individual state agencies again, unless other arrangements are detailed ahead of time. Each emergency and disaster event is different and, thus, possible reimbursement of related expenses from state or other funding sources would have to be evaluated on a case-by-case basis. Page 79 of 79

### **Adoption of a Standard Management System for Emergency Response Operations**

Disasters and significant emergency events, including but not limited to any natural disaster and other man-made events, including the potential for a terrorist act, can occur and threaten the public health and welfare; disrupt commerce and industry; disrupt the public infrastructure; or threaten the environment.

For governments to fulfill their public safety and emergency management responsibilities, it becomes necessary that all local and State emergency response and support agencies and organizations coordinate and integrate their efforts to efficiently, effectively, and safely perform relief and recovery services. Such integration and coordination is facilitated by the mutual adoption of a standard framework for incident management functions to include common terminology; a modular, flexible organizational structure; integrated communications and information management; unified command and control; a consolidated action plan; effective use of supporting technologies; comprehensive resource management; and ongoing management and maintenance to implement timely and effective response.

The Incident Command System (ICS) has been proven to provide a consistent and standardized system for effective, safe, timely, and efficient management of a major event to a more desirable conclusion. Mandated by the National Response Plan for integrated local, state, and Federal emergency response and recovery operations management, the National Incident Management System (NIMS) provides a framework by which a standard Incident Command System (ICS) can effectively be implemented for any size or scope event.

Consequently, the Commonwealth of Virginia finds it prudent to adopt the National Incident Management System (NIMS). Any emergency response functions initiated by any agency or subdivision of the Commonwealth shall be conducted consistent with NIMS standards for command and management of all operations in response to major events which may threaten or affect the Commonwealth, its citizens, commerce, or environment.

Functional Annex A:  
**DIRECTION AND CONTROL**

**MISSION**

During normal operations, to establish an Emergency Operations Center (EOC) from which the Governor, or his designee, can direct and control emergency operations statewide. Detailed procedures for State EOC operations must be developed and maintained, an ongoing training program must be provided for the State EOC staff, and adequate facilities and equipment must be provided.

In time of emergency, (1) to provide a centralized state government direction and control operation, the State EOC, from which to coordinate the provision of guidance and assistance to local governments, and (2) to help the Governor, or his designee, to formulate policy, establish priorities, collect and analyze information, produce the required reports, and monitor the implementation of state and local EOPs.

**ORGANIZATION**

The State EOC will be under the control of the State Coordinating Officer (SCO) who reports directly to the Governor or his designee. The State Coordinator of Emergency Management, or his designee, will serve in this capacity. The supporting State EOC staff will consist of employees from VDEM, reservists, other state agencies, volunteers and the State Emergency Response Team (SERT). See Attachment 1, Tab A.

Emergency operations must be compatible with the Federal Response Plan and the FEMA Regional Response Plan (Region III). In the event of an emergency or a major disaster, federal manpower and resources may be available to augment and supplement state and local emergency operations as needed. A Federal Coordinating Officer (FCO) will be designated.

**CONCEPT OF OPERATIONS**

- A. In addition to being the coordination center during emergency situations, the State EOC also serves as the 24-hour warning point and emergency hotline for state government during routine operations. On a daily basis, it handles calls and requests for assistance for emergency responders to support hazardous materials incidents, search and rescue missions, and other day-to-day emergency situations. Whenever local governments have an emergency situation that is beyond their capability or expertise, they can call the State EOC for assistance. A separately published "State EOC Procedures Manual for Normal Operations" is maintained for such normal or day-to-day operations.

- B. The State EOC must respond quickly and effectively to developing events. When a potential or threatening emergency is first detected, increased readiness actions will be implemented, to include staff augmentation and daily status reports.
- C. In the event of an emergency or major disaster situation, the State EOC will be fully staffed with pre-designated and trained personnel from other parts of VDEM and from other state and volunteer agencies. A “State EOC Procedures Manual for Emergency Operations” (EOC SOP) is published separately. The liaison officer will serve as the basis for State EOC training activities as well as for response operations.
- D. A VDEM regional coordinator, hazardous materials officer, or a (non-impacted) local emergency services coordinator, may be dispatched to any city or county threatened by or experiencing an emergency or major disaster. They will serve as a liaison officer to the State EOC and will provide an ongoing assessment of the situation.
- E. The VDEM Mobile Command Post will be available and dispatched as needed for on-the-scene emergency operations or for communications purposes. See Annex B: Communications and Warning.
- F. After the impact of a major disaster, if local government is unable to provide the needed situation reports and if critical needs are known to exist, the State EOC may deploy Field Assessment Team(s) to the impacted area. These teams will be deployed via aircraft or land transport to assess immediate emergency services needs, human services needs (food, water, health/medical, housing) and essential infrastructure restoration needs (utility systems, communications, and transportation). An initial assessment will be accomplished within 6 to 12 hours of the peak of the event and will be used to identify those emergency actions needed immediately to preserve life and property. Other state, local, and volunteer organizations will also provide support to accomplish this task. See Attachment 3.
- G. In the event of a major disaster in Virginia, non-impacted cities and counties should also keep their EOC’s in operation and help to maintain a statewide system for emergency operations, to include mutual aid and resource support.
- H. Should the emergency or major disaster be beyond the capabilities of the state to respond, the State EOC will contact FEMA Region III in Philadelphia to alert them that the Governor will be submitting a formal request for federal assistance. FEMA may decide to pre-deploy personnel and equipment when a presidential declaration appears imminent.
- I. During recovery operations, the major activity will shift to a forward location near the impacted area in order to be more responsive to the immediate needs of the state and federal agencies working in direct support of local recovery needs. When this occurs, previously designated staff from VDEM and other state and volunteer agencies will deploy to the forward operating location that is usually located in the Disaster Field Office (DFO). See the State EOP, Volume 2: Disaster Recovery Plan. As the DFO staff assumes responsibility for recovery operations, the State EOC staff will be scaled down accordingly.

- J. In order to assure the operational capability of the State EOC, periodic tests and exercises will be conducted to test the validity of plans and procedures, to provide training for the State EOC staff, and to test the adequacy of facilities and equipment. An after-action report identifying specific corrective actions will be prepared after each exercise.

## REFERENCES

*Rapid Assessment and Request for Assistance Workbook*, Virginia Department of Emergency Services, July 1996.

*Emergency Operating Centers Handbook*, CPG 1-20, FEMA, May 1994.

## **ACTION CHECKLIST**

### **1. Routine Operations:**

- a. Develop and maintain that part of the State EOP and a separately published EOC SOP which provide for State EOC operations in time of emergency.
- b. Provide an ongoing training program for the expanded State EOC response staff. Designated State EOC staff from VDEM and other state agencies will participate as requested.

### **2. Increased Readiness:**

A natural or man-made disaster is threatening some part of the state.

#### **a. Communications Watch Level**

- (1) Alert the Director of Operations and other key VDEM personnel.
- (2) Ensure the operational capability of the State EOC. Review State EOC staff augmentation assignments and procedures. Update them as needed in anticipation of this event escalating into a major emergency. Activate the SERT - Support Element (Logistics) based upon situation.

#### **b. Initial Alert Level**

- (1) Alert affected localities, State EOC staff, the State Coordinator of Emergency Management, state agencies, and volunteers as needed.
- (2) The SCO, or his designee, will alert the Secretary of Public Safety as appropriate.
- (3) Develop a detailed staffing plan. Begin selective State Emergency Response Team (SERT) augmentation as needed. Set up weather assessment and others as needed.
- (4) Review and finalize internal procedures for message handling, action tracking, reports-in and reports-out.
- (5) Establish communications with the National Weather Service, public utilities through the SCC, the VDOT EOC, and other sources of information as needed.
- (6) Implement record keeping of all expenses incurred due to this event.

#### **c. Advanced Alert Level**

- (1) Staff the State EOC for emergency operations in accordance with the staffing plan. Staff all major functions not staffed previously. See Attachment 1; Tab A.

- (2) Brief local coordinators of EM via conference call or other means, as appropriate. Assure that appropriate preparedness actions are being taken. Begin to request the submission of a daily Situation Report. See Attachment 2, Tab A.
- (3) Begin to prepare daily State Situation Reports and continue through the Emergency Relief Phase. See Attachment 2, Tab A.
- (4) Coordinate with FEMA and VSP to facilitate ERT-A deployment and set-up. Expand the State EOC to accommodate full staffing of the SERT and ESF interface. Make these areas operational with phones, copiers, etc.
- (5) Identify and alert members of functional emergency response teams and Field Assessment Teams to be on stand-by. Prepare to provide logistical support (transportation, cellular phones, etc.)
- (6) Call a meeting of all Branch Chiefs and Operations Officers. Review actions already taken and those, which need to be taken. Assure the completion of checklist items in each applicable part of the State EOP.

3. **Response Operations:**

a. **Mobilization Phase**

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- (1) Dispatch Regional Coordinators to local EOCs or to the disaster scene as appropriate.
- (2) Fully-staff the Human Needs, Infrastructure and Support, and Emergency Management Branches and effect the needed interface with federal ESF representatives.
- (3) Organize and brief Field Assessment Teams.
- (4) Prepare the VDEM mobile command post for deployment.
- (5) Provide information to the news media as appropriate.

b. **Emergency Phase**

Disaster strikes. An emergency response is required to save lives and protect property.

- (1) Maintain communications with the EOCs of impacted localities, with federal level and with surrounding jurisdictions as needed.

- (2) Provide assistance as needed.
- (3) Coordinate mission assignment and action tracking.

c. Emergency Relief Phase

Assistance is provided to affected individuals and organizations. Stopgap measures (such as tent cities and potable water) are implemented in order to provide essential services. Preliminary damage assessment surveys are conducted. This phase ends when the locality is no longer in an official state of emergency.

- (1) Provide relief assistance as needed to restore essential services and care for displaced persons.
- (2) Deploy Field Assessment Teams as appropriate.
- (3) Complete an Initial Damage Assessment within 72 hours.
- (4) Conduct Preliminary Damage Assessment surveys.

4. **Recovery Operations:**

Essential facilities and services are restored. Displaced persons return to their homes. Federal disaster assistance programs are implemented. "Normal" conditions are restored. Severely damaged structures are rebuilt or demolished and replaced. The damaged parts of the transportation, water, and communications infrastructure are replaced. The economy is restored. The duration of this period may extend for two years or more, depending upon the severity of the disaster.

- a. Continue to maintain communications with the EOCs of impacted localities and to provide assistance as needed.
- b. Coordinate with FEMA to facilitate federal disaster assistance. Set up a DFO near the disaster area. See the State EOP, Volume 2: Disaster Recovery Plan.

Annex A, Attachment 1  
**STATE EOC OPERATIONS**

**MISSION**

To identify an organization and establish procedures for the operation of the State Emergency Operations Center (EOC) in the event of a major emergency or disaster situation. To develop and maintain a separately published detailed procedures manual or SOP for the operation of the State EOC.

**ORGANIZATION**

The State EOC organization chart for disaster operations is identified at Tab A.

**CONCEPT OF OPERATIONS**

The Governor has directed the Virginia Department of Emergency Management (VDEM) to establish and maintain a coordination center from which he, or his designee, can direct and control statewide emergency operations. The Virginia Department of Emergency Management (VDEM) operates the State Emergency Operations Center (EOC) located at 7700 Midlothian Turnpike, Richmond, in the State Police Administrative Headquarters complex.

In the event of a potential or actual major emergency, the State EOC staff must be augmented in order to maintain contact with and provide assistance to affected localities. State agencies and organizations which have been assigned major emergency response duties and responsibilities such as the State Police, National Guard, VDOT, and the American Red Cross may be asked to send a liaison officer to work in the State EOC.

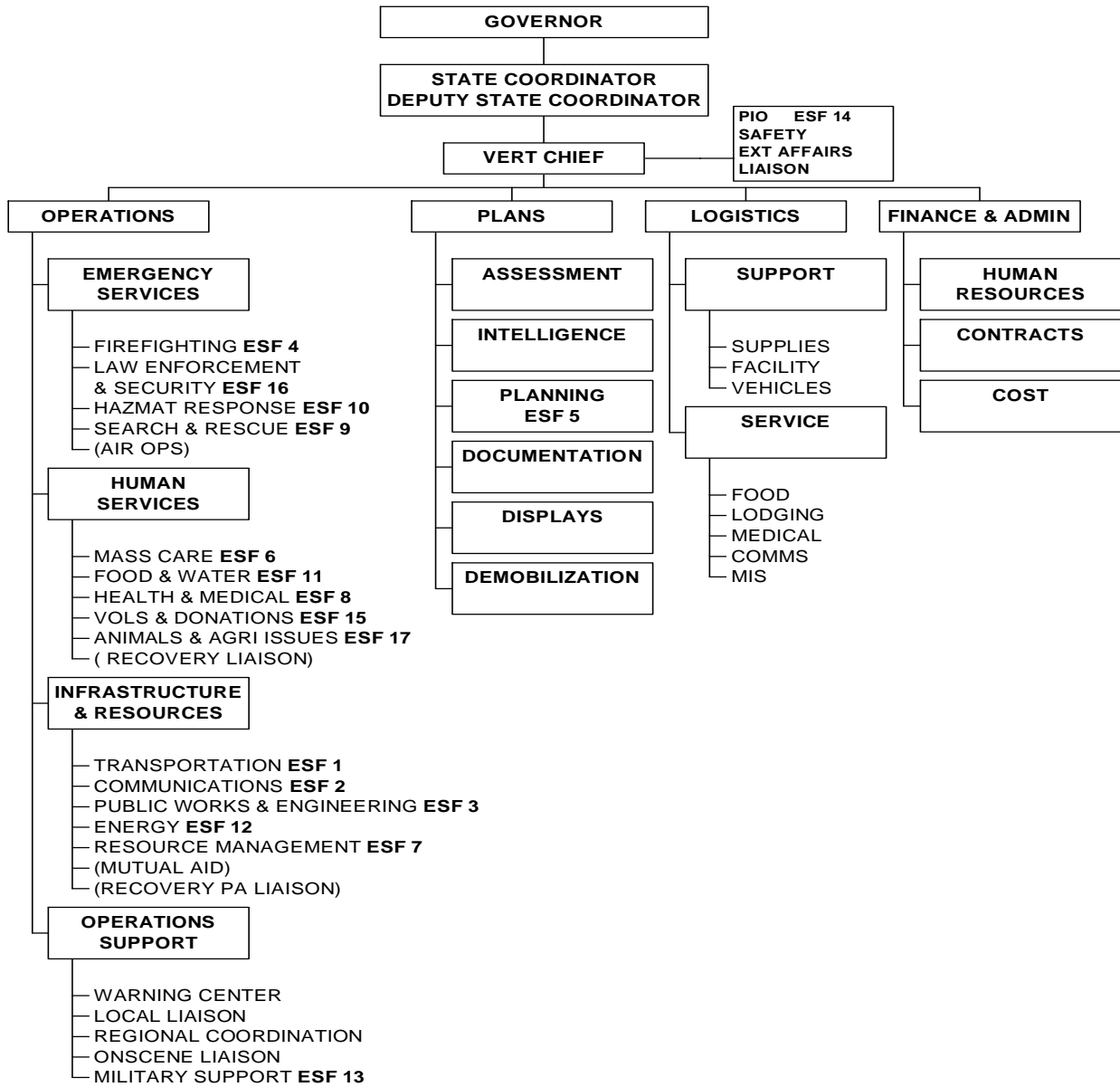
The VDEM Operations Division maintains the separately published State EOC SOP. It provides more detailed procedures for EOC operations to include:

- A. Position descriptions, staff augmentation, and contact lists.
- B. Communications with the EOCs of affected localities.
- C. Mission assignment and action tracking of emergency missions.
- D. Message handling.
- E. Coordination with other state agencies, power companies, the American Red Cross and other supporting organizations.
- F. Receive, analyze, and display local situation reports, news media coverage, and other sources of information in order to maintain an ongoing awareness of “the big picture.”

- G. Produce a daily status report to keep the Governor informed of the ongoing emergency situation.
- H. Weather assessment in coordination with the National Weather Service.
- I. Procedures to interface with FEMA should federal disaster assistance be needed.
- J. There are five specific, critical functions that must be accomplished in a state-level operational facility, whether it is the State EOC, DFO, or Mobile Command Post. The primary focus of the State EOC is the setting of priorities and the allocation of scarce resources to support local government emergency operations as well as the coordination and implementation of protective actions. It is not on-scene incident management.
  - 1. **Direction and Control** - Setting policy and providing broad guidance, not tactical direction. This function is primarily a function of the senior management of VDEM (SCO/DSCO).
  - 2. **Establishment of Priorities** - Determining the relative importance of multiple needs to facilitate focusing operational response or recovery activities to the most critical concerns. Deciding what should be done first. This function is also primarily the responsibility of the senior management of VDEM (SCO/DSCO) plus other state and volunteer agencies and businesses.
  - 3. **Situation Assessment** - Collecting and analyzing information about the situation, needs, damage and developing action plans. Displaying information for use by senior management and State EOC, DFO, or Mobile Command Post staff. This function is the primary responsibility of the VDEM Information and Planning Section.
  - 4. **Coordination** - Mission assignment/action tracking that links specific local government requests for assistance/needs with resources, technical advice, or industry contacts of state or volunteer agencies or businesses. This function is the primary responsibility of the VDEM Operations Coordination Branch, working with the SERT.
  - 5. **Resource Management** - Acquisition and allocation of resources, providing technical advice, or industry contacts in support of specific local government requests. This function is the primary responsibility of the state or volunteer agencies or businesses that have been mission-assigned and action-tasked to manage the function, with close coordination and quality control provided by VDEM Operations Coordination Branch.
- K. A significant variety and amount of information is received into and transmitted out of the State EOC. Communications Officers are already involved in situation assessment, coordination, and resource management. All staff activities within the State EOC will become more closely aligned and the staff will be integrated. Local requests for

- assistance, local and state agency status assessment reports (situation and damage), Dominion Generation reports of emergency, and NWS watch/warning products are particularly important.
- L. As a routine action, Communications Officers distribute the information to the Operations Officers on a daily basis. Operations Officers generally handle local requests for assistance, situation assessment reports, and take the lead in requests involving search and rescue. However, as the number of local governments impacted increases, and the number of emergency support functions (ESFs) needed increases, the staff level of the State Emergency Response Team (SERT) must be increased in order to handle the functions previously discussed. The initial transition from daily operations to expanded State EOC operations is particularly critical. The SERT must move into the State EOC very quickly to keep up with the event, or we will be continually reacting to it. Assessment of the event, coordination with local government, emergency public information, and emergency management are absolutely essential in the early stages. This must be done for any significant or major event, not just catastrophic events.
- M. Communications Officers must be particularly aware of the event and its implications on how VDEM accomplishes its mission. The SERT will continue to handle the coordination and resources management functions, and are essential to the status assessment function. However, there is a shift of information flow that accomplishes the transition.
- N. Local requests for assistance (internet, telephone or facsimile) must be provided to the SERT. These requests are essentially missions requiring some actions to be taken. Properly assigned missions/tasks will be handled by the ESF, with oversight provided by Branch Chiefs and VDEM Operations Officers.
- O. Local and state agency status assessment reports (situation, needs, and damage), Dominion Generation reports of emergency, and NWS products must be provided to the Information and Planning Section. The Information and Planning Section will handle collecting, analyzing and displaying the information received from multiple sources. The VDEM Operations Coordination Branch must quickly transition the situation assessment function to the Information and Planning Branch.

Annex A, Attachment 1, Tab A  
**VIRGINIA EOC ORGANIZATION**



Annex A, Attachment 2  
**STATE EOC REPORTS**

**MISSION**

To develop internal State EOC procedures for (1) handling requests for assistance from localities, (2) the collection, analysis, and display of information, (3) the daily preparation of status reports during emergency operations, and (4) the preparation of other reports as needed, especially during the post-disaster recovery period. The purpose of these status or situation reports is to keep the Governor and participating departments and agencies informed about the ongoing emergency situation with an emphasis on the progress of state and federal response activities.

**ORGANIZATION**

The Information and Planning Section of the State EOC will be responsible for collecting and analyzing local situation reports, and local damage assessment reports. See Attachment 3. It will also display information for use by the State EOC staff. Responsibilities also include planning support and documentation/reports as needed. Designated section staff must have emergency operations experience and receive periodic training.

**CONCEPT OF OPERATIONS**

**A. State EOC Situation Reports**

1. Beginning with the first alert or notification of an emergency or disaster, the State EOC will establish and maintain a system of daily status or situation reports. They will be prepared for and sent to the State Secretary of Public Safety, but will serve to keep the Governor, FEMA, and other state agencies advised as well; no other official reports for general distribution are anticipated during the emergency response period. See Attachment 2, Tab A.
2. The State EOC Public Affairs Officer will, in coordination with affected local governments, prepare separate news releases as needed to keep the public informed. During a widespread emergency situation affecting large parts of the state, the State EOC may be a primary source for "the big picture."
3. The following essential elements of information should be categorized and collected into the database. This same information in summarized form should also be reflected in the situation report.
  - a. Boundaries of the affected area.
  - b. Status of the affected population and shelter operations.

- c. Status of local emergency services providers.
- d. Status of transportation facilities/systems.
- e. Status of communications systems.
- f. Status of public utilities facilities/systems.
- g. Weather data affecting operations.
- h. Status of local and state emergency or disaster declarations.
- i. Status of local EOC operations
- j. Overall priorities for response.
- k. Ongoing local emergency response activities.
- l. Resource shortfalls.
- m. Status of requests for assistance to the State EOC.
- n. Status of State EOC or state agency operations, especially in response to local requests for assistance.

## **B. Assessments**

The State EOC (Information and Planning Section) must receive and assimilate information from local EOCs, the NWS, the news media, and other sources in order to keep abreast of "the big picture" and to be able to produce the daily situation report.

1. There are three types of reports, which may need to be submitted by local EOCs to the State EOC. See Attachment 3.
  - a. Local Situation Report
  - b. Resource Request
  - c. Initial Damage Assessment (IDA) Report
2. The State EOC must also have designated staff to keep up with the information being provided by the NWS, the news media, FEMA, state agencies, the American Red Cross, and other sources.
  - a. Conference calls that include the NWS offices serving the state, the State EOC, and selected local EOCs have proven to be very beneficial in providing up-to-the-

minute and dependable weather information. Local and state officials need this information as a basis for decision-making.

- b. The State EOC Operations Section provides information about the status of ongoing requests for assistance from local EOCs, and the activities of state agencies. This information is typically provided in staff briefings and is also available on the Action Tracking System (ATS).
- c. Other specific information must be collected and provided by other staff persons in the State EOC, to include road closings (VDOT) and electric power outages (SCC).
- d. With its live reports and weather analysis, television provides "a feel for the situation" and lets the State EOC know what the public knows. Newspapers, especially early morning editions, are an excellent source of information to comprehend "the big picture".

#### **C. Initial Damage Assessment (IDA) Summary Reports**

Local EOCs are required to submit their IDA Reports within 72 hours of the peak of the event. See Attachment 3, Tab C. The State EOC will assimilate this information and prepare an IDA Summary Report that becomes an attachment to the State EOC Situation Report. The IDA Summary Report will help determine the need for requesting federal disaster assistance, especially with small-scale or marginal disasters.

#### **D. Preliminary Damage Assessment Reports**

1. The State EOC will request FEMA to perform a joint federal-state PDA when an incident occurs, or is imminent, which the state disaster official determines may result in a major disaster.
2. The State EOC will provide the following information to FEMA for planning purposes:
  - a. Type of damage to be surveyed, such as private (nonagricultural) and public.
  - b. Location and geographic spread of the damage, urban or rural area, type of terrain, and accessibility of the area.
  - c. Magnitude and severity of damage and any available initial reports.
  - d. Immediate known problems such as areas inaccessible because of debris, high water, or damage to streets, roads, and bridges; serious health hazards; requirements for emergency protective measures; widespread loss of essential utilities; and shortages of food, water, medical supplies, and facilities.

3. The state will make available a state PDA Coordinator and qualified state personnel to serve on each PDA team and will arrange for the participation of local officials or agencies as needed.
4. For additional information, reference the State EOP, Volume 2: Disaster Recovery Plan.

Annex A, Attachment 2, Tab A  
**STATE EOC SITUATION REPORT**

The recommended format for situation reports during an emergency event is attached. State Situation Reports (SITREPs) will be submitted by the State Coordinator of Emergency Management and are transmitted via facsimile to senior state-level officials and the Federal Emergency Management Agency (FEMA) Region III. SITREPs are prepared daily or as needed for the duration of the event.

When preparing a State Situation Report, guidelines to follow are brevity and clarity, using at most three pages plus a graphic depicting the affected area. The content of the report is guided by “who, what, when, and where,” highlighting only essential items and distinguishing between forecasts/projections and actual known data.

- A. **Situation** - Overview/Status of the event
- B. **Weather** - Current forecast and any issued warnings and/or watches
- C. **Ongoing State and Local Actions**
- D. **Unmet Needs and Projected Actions**
- E. **Graphic of Affected Area - State/county map**
- F. **Initial Damage Assessment Summary Report** (when available)



## **WINTER STORM SITUATION REPORT # 4**

**11:00 Hours**  
**February 16, 2003**

### **SITUATION:**

A complex winter storm is expected to spread across Virginia today and continuing until Monday, February 17, 2003. Precipitation will range from mostly snow in the Northern part of the state, to rain, snow, sleet and freezing rain in Central Virginia to a significant rain and freezing rain event in the Southwest. The Governor declared a State of Emergency as of 10:30 hours February 16, 2003.

### **WEATHER:**

**Wakefield WX** – Overnight, precipitation bulged northward, leaving most of the region in light precipitation/drizzle this morning. This precipitation pattern is expected to continue for several more hours before additional precipitation moves in from the south/southwest. It is possible that once the heavier precipitation move in, freezing rain/freezing drizzle will become sleet/snow. However, as warmer air aloft tries to work northward/northwestward late this afternoon/tonight, ice accumulations of one-fourth to one-half inch are possible from the Lunenburg/Mecklenburg county areas northeastward across the Tri-Cities into eastern portions of the Middle Peninsula and Northern Neck. Further east, while some ice is possible, the precipitation may turn to rain or a sleet/rain mix later tonight. From the Farmville/Richmond areas northward, the precipitation will remain snow/sleet, with some ice possible tonight. Accumulations of 3 – 8 inches of snow/sleet are possible in the region. The Virginia Eastern Shore will see snow/sleet today with the precipitation eventually turning to rain, or a rain/sleet mix overnight. A Winter Storm Warning remains in effect through tonight for most of the coverage area. A Winter Weather Advisory remains in effect for the cities of Chesapeake, Norfolk, Portsmouth, and Northampton County, where one inch or less of sleet is anticipated. The Southside Hampton Roads can expect mainly rain, although some sleet could mix in at times. A Coastal Flood Warning remains in effect along the Atlantic Coast. Tidal departures in the southern sections of the Virginia Coast, as well as the lower Chesapeake Bay could reach 4 feet above normal by Monday morning. A Heavy Surf Advisory is also posted along the coast. Inland winds are expected to be 15-20 miles per hour and gusty Saturday, Sunday and Sunday night. Coastal winds expected to be 25-30 miles per hour and gusty during this period. Temperatures are expected to be above freezing on Monday and possibly into the 40's on Tuesday.

**Sterling WX** – Most of the coverage area is experiencing snow, with the exception of sleet in the Charlottesville area. Snow will continue to fall in the northern area today and snow/sleet in the southern area. The Shenandoah Valley and Northern Virginia areas may experience snow accumulations of up to 1 inch per hour. Snowfall totals today in the southern zone are expected

to be 5-8 inches. In Northern Virginia and Northern Shenandoah Valley, snow accumulation of 5 – 10 inches today/tonight. Southern region can expect a mix of sleet/freezing rain/snow today with 4-6 inches of accumulation. Snowfall totals may reach up to 2 feet by Monday night. Temperatures will be below freezing during the period. Temperatures will be very cold on Sunday. Winds of 15-25 miles per hour may cause blowing and drifting of snow. Winter Storm Warning continues through Monday morning. Temperatures are in the 20's today and expected in the mid to upper 20's on Monday. Temperatures are not expected to be above freezing in most areas until Tuesday.

**Blacksburg WX** – Light sleet is accumulating in the northern region and southern Shenandoah Valley. Snowfall amount is little. Sleet accumulations are light. The New River Valley and Southside areas may see more significant ice, possibly up to three-fourths inch, late this afternoon. Up to 2-3 inches of sleet is expected in the Alleghany Highlands and Shenandoah Valley areas. Farther east, up to one-fourth inch of ice accumulation is anticipated. Smyth and Tazewell counties can expect freezing rain/sleet with accumulation up to one-half inch. Temperatures are expected to be in the mid twenties Sunday night, with northeast winds 10-20 miles per hour, causing blowing and drifting of snow. Temperatures are expected to remain in the lower 30's Monday. Winter Storm Warning in effect tonight and Sunday for all jurisdictions in forecast area. Rivers have crested and should be returning to below flood stage today.

**Charleston WX** – A Flood Warning remains in effect through this afternoon, but may be extended into this evening. Expected up to 1 inch of additional rainfall today. There is also a Winter Weather Advisory for Sunday afternoon and evening, with the possibility of freezing rain. Temperatures range from freezing to 40's.

**Morristown WX** – A Flood Warning remains in effect for Lee, Russell, Scott, and Wise Counties and the City of Norton. An additional one-inch of rain is possible Sunday afternoon. A Winter Weather Advisory has been issued for Russell and Washington Counties. The freezing line is expected to be located over Russell and Washington Counties.

#### **ON-GOING ACTIONS:**

**Virginia State Police** – Divisions 1-7 - reports of hazardous roads, covered with ice and snow. Continue monitoring road conditions.

**Department of Forestry** - Chain saw crews and limited number of 4 x 4 hummers are available

**Department of Information Technology** – Ten telephone companies advised no reports of damages to include Highland and Shenandoah Counties and City of Winchester.

**State Corporation Commission** – No reports of damage at this time, but will continue to monitor situation.

**National Guard** – No bridge assets are available due to deployment. Limited number of track vehicles are available.

**American Red Cross** – Contacting Mountain Empire Chapter – Bristol – to confirm requests for resources in Tazewell County.

**Radio Amateur Civil Emergency Services (RACES)** – increase level of readiness to Level 3 (deployment) preparation.

VEOC continues to monitor information from NWS

VEOC at limited augmentation

VEOC receiving local situation reports

Additional situation reports will be issued as necessary

VEOC will continue to transmit watches and warnings to affected localities

Localities contact VEOC if problems are experienced

**LOCALITIES:**

Buchanan, Dickenson, Wise, and Tazewell counties have declared local emergencies, associated with flooding. Highland, Warren, Frederick and Shenandoah Counties, and the City of Winchester have declared local emergencies associated with snow/sleet. State assistance has not been requested at this time from the localities.

**SHELTERING ACTIVITIES:**

Dickenson County has three shelters opened, temporarily, with no occupants. Shelter locations in Dickenson County are Trammel Community Center, Clinchco Community Center, and Clintwood Baptist Church. Wise County has 1 shelter opened with 4 shelterees. Buchanan County has 2 shelters opened—Riverview School and Russell-Prater Fire Department, with 15 shelterees. Warren County has 1 shelter opened with no shelterees. Frederick County has 1 shelter opened with no shelterees.

**RAIL SERVICE:**

AMTRAK Train Service has suspended passenger rail service between Washington, D.C. and Richmond.

Authority Michael M. Cline, State Coordinator

/s/ Anthony D. McLean, Deputy Director - Operations, (804) 674-2400

Annex A, Attachment 3  
**LOCAL EOC REPORTS**

**MISSION**

To gather information quickly and accurately reflecting the severity and scope of the emergency or disaster situation and to submit this information using three standard reports forms.

**ORGANIZATION**

The local EOC must designate someone in their local emergency operations plan to be responsible for these reports and, in conjunction with the Coordinator of Emergency Management, to develop a local capability to collect, assimilate, and submit them to the State EOC as required.

**CONCEPT OF OPERATIONS**

There are three types of Local EOC "Rapid Assessment" Reports:

- Local Situation Report
- Resource Request
- Initial Damage Assessment Report

Following is an explanation of each report. A sample of each form to be used is included as tabs. For more detailed guidance, and a line-by-line explanations of each item refer to the Online EOC via VDEM's website [www.vaemergency.com](http://www.vaemergency.com). The "Rapid Assessment and Request for Assistance Handbook," which is published separately, also includes blank forms, samples of completed forms and a line-by-line explanation for each item.

**1. Local Situation Report**

- a. In response to an incident, emergency responders at all levels of government will initially assess the situation and identify the need for response operations. A situation assessment will be undertaken in order to:
  - (1) Provide a gross estimate of the impact of the disaster, including the identification of boundaries of the damaged area and the distribution, type, and severity of damages.
  - (2) Provide a general assessment of the status of local government operations, to include police, fire, rescue, and the local EOC.
  - (3) Summarize the status of essential facilities (e.g., electric power, water and sewer, telephone service, road access, hospitals, airfields, public shelters, etc.).

- b. Correct and timely assessments of the situation permit local governments to prioritize response activities, allocate limited resources, and quickly request aid from state, federal, and volunteer agencies. Situation Reports from the locality will be used by the State EOC to determine the scope of the problem.
- c. Initial situation reports should be prepared as soon as possible after the emergency with updates daily and when the situation changes in any category. Reports should be submitted via Online EOC or faxed as a secondary method to the State EOC at (804) 674-2419 as soon as they are prepared. If your jurisdiction is unable to submit via Online EOC or fax your report, you may call the State EOC at (804) 674-2400 and have your report taken over the telephone. If you have to call in your report, have your document filled out and refer to the line numbers when submitting your information. See Attachment 3, Tab A.

## **2. Resource Request**

During an emergency or disaster, local government agencies must understand how to request specific kinds of resources in order to receive proper assistance in a timely manner. Frequently, requests made to the state are too general; and as result, victims do not receive the right kind of help or experience delays in receiving it. Being specific in asking for help will ease suffering and directly help victims begin the recovery process. This form will assist jurisdictions in deciding the size, amount, location, type and time (SALTT) of resources they need. A copy of this form should be available to each person who requests resources or needs in the jurisdiction. This form can be submitted via Online EOC, and as a secondary method faxed in at (804) 674-2419. If your jurisdiction is unable to submit via Online EOC or fax your report, you may call the State EOC at (804) 674-2400 and have your report taken over the telephone. If you have to call in your report, have your document filled out and refer to the line numbers when submitting your information. See Attachment 3, Tab B.

## **3. Initial Damage Assessment Report**

- a. Once an emergency or disaster situation has occurred resulting in damage to private and public (including private nonprofit) property, an initial damage assessment (IDA) report is required within 72 hours of the peak of the event from each affected jurisdiction. Local government IDA reports should reflect, in numerical terms, damages to private and public (including private nonprofit) property. Counties are reminded to include the damage in towns within your jurisdiction. Do not include any damages to state-owned property within the jurisdiction. These IDA reports will provide the basis for determining whether damages are sufficient to warrant a major disaster declaration or if the state will seek outside assistance. IDAs are only initial estimates of the dollar amounts of damage in a jurisdiction. Before a major disaster declaration, state and federal officials will make a more detailed damage assessment.

- b. The following definitions should be used:
- (1) **Destroyed** - Item/building is a total loss or is damaged to the extent that it is not usable and not economically repairable.
  - (2) **Major Damage** - Item/building is damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.
  - (3) **Minor Damage** - Item/building is damaged and can be used under limited conditions; may be restored with minor repairs.
  - (4) **Affected Habitable** - Some damage to structure and suspected damage to contents. Structure is usable with repairs. (Minor basement flooding, water damage to furniture, shingles blown off, etc.).
- c. When you have completed your IDA Report, submit it via Online EOC at [www.vaemergency.com](http://www.vaemergency.com) or fax it as a secondary method to the State EOC at (804) 674-2419 as soon as it is prepared. If your jurisdiction is unable to submit it via Online EOC or by fax, you may call the State EOC at (804) 674-2400 and have your report taken over the telephone. If you have to call in your report, have your document filled out and refer to the line numbers when submitting your information. See Attachment 3, Tab C.
- d. Individual state agencies, such as VDOT, must also develop and maintain an IDA capability. VDOT will assess damages to state-maintained highways, roads, and bridges and provide an IDA report for each affected county and city where VDOT is responsible for maintenance.
- VDOT district offices will report this information to the VDOT EOC, which will, in turn, submit a summary report to the State EOC within 72 hours of the peak of the event.
- e. Other state agencies or individual facilities should also submit IDA reports to the State EOC as appropriate using the form at Tab C. Significant damages to colleges, state parks, mental health facilities, etc., need to be included in the statewide IDA summary report.

Annex A, Attachment 3, Tab A  
**LOCAL SITUATION REPORT**

Submit within 24 hours after the initial emergency. Update daily after initial report

Required fields are followed by an (\*) [Help](#)

(Only with Emergency Management separate from County)

(01) Political Subdivision:	Accomack County * *
(02) Date/Time Report Prepared:	03/13/ * Time: 14:42 *
(02)(a) Type of Report:	<input type="checkbox"/> Initial Report <input type="checkbox"/> Daily <input type="checkbox"/> Final *
(03) Preparer:	* *
Call Back #	* (ex:804-555-1212)
Fax #	(Optional) (ex:804-555-3333)
E-Mail:	* (loginname@isprovider.com)
(04) Emergency Type:	Earthquake * Other: [Note:Specify Other Only if Emergency Type is Other]
(05) Local Emergency Declared:	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: Time: 0000 [ex: (Dt:12/31/00) (Time:2100)]
(06) Local EOC:	<input type="checkbox"/> Opened <input type="checkbox"/> Closed Date: Time: 0000 [ex: (Dt:12/12/00) (2100)]
(07) Resources have been officially requested by State Wide Mutual Aid:	<input type="checkbox"/> Yes <input type="checkbox"/> No
(08) Number of people in Impacted Area:	0 # Evacuated: 0 Evacuation: None
(09) Shelters:	# Open 0 Current # of Shelterees: 0
(10) Number of People:	Injured 0 Missing 0 Dead 0

**DAMAGE ESTIMATES:**

YOU MUST ALSO SUBMIT AN INITIAL DAMAGE ASSESSMENT REPORT TO VEOC  
WITHIN 72 HOURS OF EVENT































	<u>Number Destroyed</u>	<u>Number w/ Major Damage</u>
(11) <b>Single Family Homes/Manufactured Homes:</b>	<input type="text" value="0"/>	<input type="text" value="0"/>
(12) <b>Apartment Units:</b>	<input type="text" value="0"/>	<input type="text" value="0"/>
(13) <b>Business/Industry:</b>	<input type="text" value="0"/>	<input type="text" value="0"/>
(14) <b>Public Buildings:</b>	<input type="text" value="0"/>	<input type="text" value="0"/>

### EVENT IMPACT ON LOCAL RESPONSE

REQUESTS FOR ASSISTANCE: CALL VEOC AT (804)674-2400 OR 1-800-468-8892

**MAJOR PROBLEMS:** Emergency event has severely limited and hampered the capability of the local government and community to conduct or provide timely and effective emergency services and human services, or has caused significant damage to the physical infrastructure. Indicate impact on following critical activities:

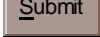

	<u>Major Problems</u>	<u>Minor Problems</u>	<u>No Impact</u>
(15) <b>Sheltering Activities:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(16) <b>School Buildings:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(17) <b>Food Supplies:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(18) <b>Medical Facilities:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(19) <b>Debris Clearance:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(20) <b>Public Safety Answering Point:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(21) <b>Broadcast Media (TV, Radio):</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(22) <b>Commercial Telephone Service:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(23) <b>Waste Water Treatment Systems:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(24) <b>Water Supply Systems:</b>			
(25) <b>Electrical Utilities:</b>			
(26) <b>Gas Utilities:</b>			
(27) <b>Airports:</b>			
(28) <b>Road Networks:</b>			
(29) <b>Law Enforcement Services:</b>			
(30) <b>Firefighting Services:</b>			
(31) <b>Emergency Medical Services:</b>			
(32) <b>Hazardous Materials Response:</b>			
(33) <b>Search and Rescue:</b>			

**Note:** Remember that all requests for assistance must be telephoned to VEOC at 804-674-2400 or 1-800-468-8892 and are not to be entered in the comments box below.

**Comments:**

---

IF EVERYTHING IS CORRECT, THEN YOU ARE READY TO  OR YOU CAN  
 AND START OVER

**Annex A, Attachment 3, Tab B**  
**RESOURCE REQUEST FORM**

Required fields are followed by an (\*) [Help](#)

Jurisdiction:	Accomack County *
Date/Time:	03/13/ Time: 14:47
Report:	<input type="checkbox"/> Initial <input type="checkbox"/> Update *
Preparer:	*
Agency:	
Call Back#:	Ex: [800-555-1212] *
Fax#:	Ex: [800-555-1212]
Email:	Ex: [loginname@isprovider.com] *
Type of Emergency:	Fire If Other Specify: *

**LIST REQUEST FOR RESOURCES** [Be as Specific as Possible]

Resource:	*
Size:	
Amount:	
Location:	
Type:	
Date/Time Desired:	Time: *

**ADDITIONAL COMMENTS**

--

IF EVERYTHING IS CORRECT, THEN YOU ARE READY TO  OR YOU CAN  
 AND START OVER

**LOCAL GOVERNMENT**  
**INITIAL DAMAGE ASSESSMENT REPORT**

(This form should be submitted within 72 hours from the start of the event)

Required fields are followed by an (\*) [Help](#)

Jurisdiction:	Accomack County *
Date/Time IDA Report Prepared:	03/13/ Time: 14:51
Preparer:	*
Call Back #:	Ex: [800-555-1212] *
Fax #:	Ex: [800-555-1212]
Email:	Ex: [loginname@isprovider.com] *
Emergency Type:	Fire If Other Specify:

**PART I: PRIVATE PROPERTY (PRIMARY)**

Type Property	# Destroyed	# Major Damage	# Minor Damage	# Affected	Estimated Dollar Loss
Category A					
Residential/Personal					\$
Category B					
Business/Industry					\$
Category C					
Agriculture					\$

	Type of Property	Estimated Dollar Loss
Category A	Debris Removal	\$ <input type="text"/>
Category B	Emergency Protective Measures	\$ <input type="text"/>
Category C	Roads and Bridges	\$ <input type="text"/>
Category D	Water Control Facilities	\$ <input type="text"/>
Category E	Public Buildings and Equipment	\$ <input type="text"/>
Category F	Public Utilities	\$ <input type="text"/>
Category G	Parks and Recreational Facilities	\$ <input type="text"/>

[illegible]

IF EVERYTHING IS CORRECT, THEN YOU ARE READY TO  OR YOU CAN  AND START OVER

Functional Annex B:  
**COMMUNICATIONS AND WARNING**

**MISSION**

To provide the capability for the reception and transmission of priority, formal message traffic for the Virginia Emergency Operations Center (State EOC) on a 24-hour-a-day basis; to receive and transmit prioritized emergency message traffic to localities and state agencies in support of imminent or actual emergency operations; and to relay warnings, weather advisories, and intelligence information on a prioritized basis.

**ORGANIZATION**

The following federal and state agencies, public agencies, and volunteer organizations provide emergency communications for the state:

A. **Federal Agencies**

1. Army Corps of Engineers
2. Department of Homeland Security; Commander, Fifth Coast Guard District (CCGDFIVE)
3. Department of Homeland Security; Federal Emergency Management Agency (FEMA)
4. Department of Homeland Security; National Communications System (NCS)
5. National Weather Service (NWS)

B. **State Agencies**

1. Department of Aviation (DOAV)
2. Department of Emergency Management (VDEM)
3. Department of Forestry (DOF)
4. Department of Game and Inland Fisheries (DGIF)
5. Virginia Information Technologies Agency (VITA)
6. Department of Military Affairs (DMA)
7. Department of State Police (VSP)

8. Department of Transportation (VDOT)
9. Marine Resources Commission (MRC)
10. Office of Emergency Medical Services (OEMS), Department of Health (VDH)
11. Other state agencies with telecommunications capabilities.

C. **Public Organizations**

1. American National Red Cross (ANRC)
2. Commercial telephone companies within the state.

D. **Volunteer Organizations**

1. Radio Amateur Civil Emergency Services (RACES)
2. Virginia Defense Force (VADF)
3. Virginia Wing, Civil Air Patrol (CAP)

**CONCEPT OF OPERATIONS**

- A. Communications within the Commonwealth of Virginia are dependent upon user and leased commercial telephone lines, the State Police microwave radio system, various state agencies with telecommunications assets, and other limited back-up radio systems. These systems provide some redundancy to ensure the availability of communications during an emergency or disaster situation. The ability to provide sufficient communications to conduct emergency operations could become limited due to systems being damaged, destroyed, overloaded, or otherwise rendered inoperable. Private sector assets such as cellular and satellite telephones and leased radio systems provide some capacity; however, their availability is not guaranteed during severe crisis situations or disasters.
- B. The VDEM Communications Officer, in coordination with the Virginia Information Technologies Agency (VITA), will integrate the communications capabilities of available federal and state agencies, public and volunteer organizations into a viable communications system to support emergency and disaster operations. The combined capabilities of the above-listed organizations comprise the state emergency communications organization. The VDEM Communications Officer is the Commonwealth's Emergency Communications Coordinator, and upon direction of the Governor, will assume control over all state telecommunications assets.
- C. Commercial telephone systems (including common user, and full-time, leased point-to-point circuits), in conjunction with the State Police microwave radio system, will be the primary

means of directing and coordinating all emergency and disaster operations. RACES, CAP, and Operation SECURE radio nets will provide the secondary communication means for statewide direction and coordination of emergency and disaster operations. State agencies, local governments, and public and volunteer organizations will be used to support actual on-scene operations and to provide auxiliary communications on a local or sub-regional basis.

- D. Weather information will be received from the National Weather Service (NWS) over the NWS National Weather Wire Service system or the NAWAS, VAWAS, or WAWAS circuits. This information will be relayed throughout the state, as needed, over the VAWAS or WAWAS voice systems or the VCIN system. Weather information will also be disseminated to the general public over the NWS VHF-FM National Weather Radio (NWR) network.
- E. Emergency Alert System (EAS)
  - 1. The Commonwealth has statewide coverage over the EAS network, which provides the President and the federal government, the Governor and the state government, and local government officials with an expeditious means of communicating with the general public during an imminent or actual disaster or emergency. The EAS system is also used to disseminate weather warnings to the general public, as well as AMBER (America's Missing Broadcast Emergency Response) Alert activations at the request of law enforcement for missing/abducted children. In this context, it serves to supplement the NWS VHF-FM National Weather Radio (NWR) network. National and state level EAS messages will be automatically relayed via VAWAS and VCIN to local governments.
    - a. **National Level**

Emergency action notification messages will be released upon request of the White House through the National Primary network. The emergency message is disseminated from the originating point on a dedicated network to the control points of the major radio and television networks and is further disseminated to network affiliates within the state. State Primary and State Relay stations receive the Emergency Action Message and pass it to the state and local level stations.
    - b. **State Level**

The State Primary Station will relay emergency information, issued by state authorities, in accordance with the EAS Operational Plan (copy held by all EAS member stations). State Relay stations will relay the message to the local-level stations.

c. **Local Level**

Emergency action messages originated by local jurisdiction authorities will be disseminated to the station designated as the Local Primary station for that jurisdiction. These messages and other emergency information will be relayed in accordance with the state EAS Plan.

d. **Severe Weather Events**

The dissemination arrangements for severe weather warnings originate from the officer in charge of the National Weather Service Office to the Local Primary station for the EAS operational area affected by a weather event. Information is disseminated as outlined in the state and local EAS plans.

e. **AMBER Alert**

The EAS may be activated for an AMBER (America's Missing Broadcast Emergency Response) Alert at the request of a law enforcement agency. The Commonwealth of Virginia AMBER Alert Plan describes the procedures for a statewide AMBER Alert activation. The Virginia State Police is designated as the official clearinghouse for state level AMBER Alerts.

2. The State EOC will, in coordination with the State Primary Station, develop and keep current procedures, to include authentication, to ensure that the Governor can transmit emergency information to the public. Local governments should also develop plans, to include authentication, with local EAS stations, which will enable the head of local government to transmit emergency information to the public.

F. Federal emergency communications assistance is available both on a day-to-day and on an emergency basis to support routine and non-routine operations.

1. FEMA emergency communications assistance, consisting of FNARS as well as NAWAS is available on a daily basis as well as for disasters and emergencies. FEMA has Mobile Emergency Response System (MERS) assets available to assist the state in large-scale disasters.
2. Coast Guard emergency communications assistance, consisting of radio, telephone, and teletype is available to support port safety, marine environmental protection, and search and rescue operations. Immediate communications assistance to support marine or aircraft disasters and emergencies is also available.
3. Requests for additional federal emergency communications assistance shall be made by the VDEM Communications Officer in accordance with the National Communications System (NCS) National Plan for Communications Support in Emergencies and Major

Disasters. The Federal Response Plan details communication assistance under ESF-2, with the NCS as the primary agency.

4. The VDEM Communications Officer will request that Federal emergency communications assistance be terminated after the essential communication needs of the disaster or emergency have been met and these services are no longer required.
5. The SHARES (Shared Resources) Coordination Network (SCN) is available on a 24-hour basis to provide an emergency communications link to support intra- or interagency mission requirements. To use SHARES, certain conditions must exist to include information supporting national security and emergency preparedness requirements, the preservation of life and property, and when the primary means of communications must be inoperative or unavailable for use.

#### G. Tasks

1. The Virginia Information Technologies Agency (VITA) will coordinate with the commercial telecommunications sector on telecommunication requirements, installation, and maintenance between state primary, regional, and local offices. VITA will monitor the status of telecommunications within the Commonwealth and will keep the State EOC informed as to restoration efforts and needs requirements of the industry to effect rapid restoration of service to state and other critical facilities.
2. Civil Air Patrol (CAP) will provide tactical radio communications between the State EOC and local government EOCs as well as CAP field units in accordance with Federal Communications Commission Rules and Regulations and Mutual Aid agreements.
3. RACES will provide the primary fixed formal message traffic means of radio communications between the State EOC and local government EOCs in accordance with Federal Communications Commission Rules and Regulations and the RACES Communications Plan.
4. The state agencies listed herein will provide tactical communications support for their own operations and emergency radio back-up communications as required.
5. The American National Red Cross will provide back-up communications in accordance with mutual aid agreements.
6. The Virginia Operation SECURE system will be utilized as a back-up system linking the State EOC, VDEM Regional Coordinators/Offices, local EOCs (if equipped), the RACES network, and any federal assets available. The State EOC is the network control point for the system.

- H. State, regional, and local government communications officers are responsible for the overall operating condition of their equipment. Supporting state agencies, public, and

private communications systems are responsible for the operating condition of their equipment.

## REFERENCES

*Civil Air Patrol Communications Manual (CAPM 100-1)*

*Commander, Fifth Coast Guard District Operations Plan No. 1 (YR.), Annex P (Communications)*

*Federal Communications Commission Rules and Regulations*

*FEMA CPG 1-40 and CPG 1-41, Emergency Alert System (May 1996)*

*Master State Plan for Public Telecommunications*

*National Plan for Communications Support in Emergencies and Major Disasters*

*National Warning System (NAWAS) Operations Manual (CPG 1-16)*

*Shared Resources Handbook (NCS Handbook 3-3-1, SHARES Directory)*

*Virginia Emergency Medical Services Communications Plan*

*Virginia Law Enforcement Communications Plan*

*Virginia Operation SECURE Plan and Communications SOPs on HF Radio Networks*

*Virginia Radio Amateur Civil Emergency Services Plan and the RACES MOU*

*Virginia Warning System (VAWAS) Operations Manual*

## DEFINITIONS

**Civil Defense Warning System (CDWS)** - The total system over which a warning or other emergency information is transmitted throughout the nation. It consists of fully federally funded and/or partially federally funded systems. In Virginia, NAWAS, VAWAS, WAWAS, and VCIN comprise the in-state components of the Civil Defense Warning System.

**Emergency Alert System (EAS)** - An emergency communications system composed of participating AM radio, FM radio, and TV commercial broadcast stations operating on a voluntary, organized basis under a national plan administered by the Federal Communications Commission. The purpose of this system is to provide national, state, and local governments a means of transmitting emergency information and instructions to the public during the period of an imminent or actual emergency.

**Emergency Support Function (ESF)** - The Federal Response Plan is divided into 12 primary functions. An example is ESF-2 - Communications.

**FEMA National Radio System (FNARS)** - A high frequency/single sideband (HF/SSB) voice and data radio system that serves as a radio backup to the FNAMS system linking state Emergency Management offices, the FEMA Federal Regional Centers, the FEMA Regional Offices, and FEMA National Headquarters together on one common system.

**Instaphone** - The telephone company terminology used to identify the installed telephone terminal equipment used at a NAWAS, VAWAS, or WAWAS communications point. The terminology is also used to describe the similar equipment located at points within the 10-mile emergency planning zone (EPZ) of a nuclear power station.

**National Warning System (NAWAS)** - The federal portion of the CDWS used to disseminate warnings and other emergency information from federal warning centers or other federal agencies to the state warning points.

**National Weather Service (NWS)** - An agency within the National Oceanic and Atmospheric Administration (NOAA) responsible for observing, forecasting, and disseminating weather information, including weather watches and warnings.

**National Weather Wire Service (NWWS)** - System used by the NWS to disseminate forecasts and other information to subscribers.

**Radio Amateur Civil Emergency Services (RACES)** - An amateur radio communications system organized to provide temporary emergency communications support to federal, state, and local governments during periods of imminent or actual emergency.

**Shared Resources High Frequency Radio Program (SHARES)** - A National Communications System (NCS) High Frequency Radio Program that is available on a 24-hour basis to provide an emergency communications link to support intra- and interagency mission requirements.

**Virginia Criminal Information Network (VCIN)** - A data communications system operated by the Virginia Department of State Police used to disseminate warnings and emergency information to regional warning points and local governments. Its primary use is law enforcement communications.

**Virginia State Police (VSP)** - The primary law enforcement agency of the Commonwealth of Virginia. VSP Administrative Headquarters operates the Alternate State Warning Point for NAWAS and VAWAS communications. It also serves as the VCIN State Control Center.

**Virginia Warning System (VAWAS)** - The state portion of the CDWS used to disseminate warnings and emergency information from federal and state warning points to regional warning points located throughout the state.

**Washington Area Warning System (WAWAS)** - A regional warning system that serves Northern Virginia, the District of Columbia, selected federal agencies, and certain southern Maryland jurisdictions in the National Capital Region (NCR).

## **ACTION CHECKLIST**

### **1. Routine Operations:**

- a. Revise and update plans, SOPs, contact lists, and checklists.
- b. Train staff (permanent and auxiliary), test and exercise.
- c. Inspect/maintain equipment; develop emergency repair capability.
- d. Participate in EAS planning and operational activities; assist in public education/information efforts.

### **2. Increased Readiness:**

A natural or man-made disaster is threatening some part of the state.

#### **a. Communications Watch Level**

- (1) Alert Operations staff; make notifications as directed or required.
- (2) Review plans, SOPs, checklists; make changes as needed.
- (3) Perform equipment readiness checks; review personnel status.

#### **b. Initial Alert Level**

- (1) Provide notifications as directed by Operations.
- (2) Initiate communications net check-ins; establish contacts with other agencies as required.
- (3) Determine altered staffing; provide for State EOC and field operations staffing plans (cancel leave, etc.).
- (4) Initiate teleconferencing and mass-fax capabilities.
- (5) Alert augmentation staff to prepare for duty.
- (6) Begin event-specific record keeping activities.

#### **c. Advanced Alert Level**

- (1) Implement alternate staffing scheduled (0800-2000, 1200-2400, 2000-0800).

- (2) Ensure that local situation reports are received and distributed to Operations and Information and Planning.
- (3) Assist with preparations for arrival of ERT-A and expanded State EOC (telephone lines and equipment).
- (4) Obtain communications equipment for assessment teams; ensure compatibility, etc.; inventory/record on arrival.
- (5) Review actions taken; assess readiness; report status to Operations.

3. **Response Operations:**

a. **Mobilization Phase**

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- (1) Fully augment State EOC Communications Center; staff mobile communications element (Mobile EOC, Communications Trailers, Communications Support).
- (2) Activate auxiliary staff as needed (RACES, ARES, CAP, etc.).
- (3) Hot-check-out communications equipment and systems; continue network check-ins.
- (4) Issue communications equipment to assessment teams; provide orientation briefs as needed; continue inventory/check out record keeping procedures.
- (5) Contact ESF-2 state/federal representatives and outline any known communications shortfalls/requirements.
- (6) Ensure EAS linkages to the State EOC are tested and ready.
- (7) Assess readiness level; advise Operations of status.

b. **Emergency Phase**

Disaster strikes. An emergency response is required to save lives and protect property.

- (1) Maintain communications links with the affected localities and state agencies. Distribute situation reports and assistance requests to Operations and Information and Planning for action and tracking.

- (2) Determine communications system(s) status and report status to Operations and ESF-2.
- (3) Dispatch mobile units as directed; set up field operations and communications links back to the State EOC.
- (4) Provide communications support to field teams; initiate requests for ESF-2 for additional assistance.
- (5) Fully activate state-level RACES if not already done earlier; report status to FCC as needed; request additional spectrum/channels for emergency operations.
- (6) Initiate expedient repairs as required/capable; activate alternate systems as required.
- (7) Review staffing plans and revise as needed.

c. Emergency Relief Phase

Assistance is provided to affected individuals and organizations. Stopgap measures (such as tent cities and potable water trucks) are implemented in order to provide essential services. Preliminary damage assessment surveys are conducted. This phase ends when the locality is no longer in an official state of emergency.

- (1) Receive SITREPs/assistance requests and distribute to Operations and Information and Planning.
- (2) Ensure communications links to affected localities and forward operational sites.
- (3) Assist ESF-2 with restoration activities.
- (4) Ensure contact with FEMA and NCS; request any additional support through ESF-2 as required.
- (5) Support communications needs of assessment teams.
- (6) Assess overall communications systems status in coordination with ESF-2; report to Operations.
- (7) Begin preliminary damage assessment activities for communications infrastructure.

#### 4. **Recovery Operations**

Essential facilities and services are restored. Displaced persons return to their homes. Federal disaster assistance programs are implemented. “Normal” conditions are restored. Severely damaged structures are rebuilt or demolished and replaced. The damaged parts of the transportation, water, and communications infrastructure are replaced. The economy is restored. The duration of this period may extend for two years or more, depending upon the severity of the disaster.

- a. Continue to maintain liaison with the EOCs of impacted localities.
- b. Assist recovery operations' communications requirements; liaison with ESF-2 for additional federal assistance.
- c. Continue/refine damage assessment activities.
- d. Provide support to SCO/DSCO in setup and operations at DFO.
- e. Document repair/other activities for reimbursement.
- f. Coordinate with ESF-2 on scale-down of federal assistance.
- g. Return to normal staffing at the State EOC Communications Center in coordination with Operations.
- h. Return excess equipment as situation allows; cancel extra emergency contracts/rental arrangements.
- i. Terminate emergency communications networks, as appropriate, in coordination with ESF-2.
- j. Participate in after-action reviews.
- k. Release auxiliary communications staff; deactivate RACES networks as normal systems come back on line.
- l. Return to mitigation and preparedness activities.

Functional Annex C:  
**PUBLIC INFORMATION**

**MISSION**

The mission of the Public Affairs Office (PAO) is (1) to make the public aware of potential emergency situations and of appropriate protective actions and (2) to keep the public informed about an ongoing emergency or disaster situation and to provide protective action guidance as appropriate.

**ORGANIZATION**

- A. During normal operations, the VDEM PAO coordinates with the news media, localities, and others as needed to promote emergency preparedness.
- B. During an emergency or disaster situation, the PAO is responsible for establishing and coordinating a central point at the state level for receiving and disseminating information to the public. Designated state agencies will be asked to provide qualified personnel to augment the PAO staff. The PAO will report directly to the State Coordinating Officer.
- C. In the event of a substantial disaster, which would trigger a Presidential Declaration, the PAO will work with federal personnel to provide news to the media at a state/federal Joint Information Center (JIC). See Annex C, Attachment 3.

**CONCEPT OF OPERATIONS**

- A. During normal operations, the PAO will implement a public education and awareness program with realistic and measurable objectives. Local governments will be encouraged and assisted to make the public aware of potential hazards and of appropriate protective measures.
- B. In time of emergency, the PAO will coordinate the release of information on disasters at the state level when they occur. The PAO will coordinate all such information with the Governor's Press Secretary, the Public Safety Press contact, other state agencies, the federal government, local governments, and volunteer organizations. Other designated state agencies will provide qualified professional personnel to assist, as requested.
- C. When a disaster is impending or occurs, the augmented PAO staff will be positioned in the State EOC, which has a designated area equipped for this function. The staff may also be asked to supplement local government PAO efforts or to provide PAO support in the field at the disaster site.

- D. If the disaster warrants a Presidential Declaration, the augmented PAO will then co-locate with other state and federal response personnel to a Disaster Field Office (DFO) when that site is activated. The PAO will issue news releases with federal personnel from a Joint Information Center (JIC) operating in the DFO. State PAO personnel will be used to assist local PAO efforts in such situations.
- E. Emergency Alert System (EAS)
1. The Virginia Emergency Alert System (EAS), formerly the Emergency Broadcast System (EBS), is an established medium for the receipt and/or distribution of emergency information to the general public at the local, state, and national levels.
  2. Authority for the EAS comes by way of Chapter I of the Code of Federal Regulations, Federal Communications Commission (FCC) as it pertains to day-to-day emergency operations.
  3. The Virginia Department of Emergency Management (VDEM) is designated as the official clearing house for all state-level and statewide activations. VDEM will make the final determination for all requests of the EAS activations. It is also recommended, but not required, that all requests for activation of the EAS from the Governor's Office and other state agencies be accomplished through VDEM in order to expedite activation, avoid any confusion, and ensure that the proper protocol and procedures are implemented and followed.
  4. Activation of EAS is accomplished through the Virginia Emergency Operations Center whose personnel, along with the PAO, are part of the Local Area Communications Committee.
  5. The purpose of the EAS is twofold. First, to allow the President of the United States to gain access automatically to the nation's broadcast facilities and to speak directly to the country in times of national disaster. Second, the EAS can be used by the National Weather Service and state and local-level officials to disseminate other types of emergency information.

## **ACTION CHECKLIST**

### **1. Routine Operations**

- a. Develop standard operating procedures (SOPs) to carry out the public information function.
- b. Develop and conduct public information programs for citizen awareness of potential disasters, as well as personal protection measures for each hazard.
- c. Prepare advance copies of emergency information packages for release through the news media during actual emergencies.
- d. Train other VDEM personnel and other state agency PAO's to assist in PA functions during disasters.
- e. Brief news media personnel, local governmental personnel, and the VDEM staff on PAO policies, plans, and procedures.
- f. Maintain support agreements and liaison arrangements with other state agencies, volunteer agencies, and the news media as needed.
- g. Maintain current lists of radio stations, television stations, cable companies, and newspapers to be utilized for public information releases.
- h. Maintain arrangements to provide a briefing room for the media in the vicinity of the State EOC or at the location of a disaster site.

### **2. Increased Readiness**

A natural or man-made disaster is threatening some part of the state.

#### **a. Communications Watch Level**

Alert both the Governor's Press Secretary and the Public Safety Press contact of heightened disasters concerns.

#### **b. Initial Alert Level**

- (1) Establish the PAO function at the State EOC, if necessary.
- (2) Contact media representatives to review emergency public information plans and procedures, as appropriate.

- (3) Request assistance as needed from other designated VDEM personnel and/or from PAO personnel from other state agencies.
- (4) Check radio and television stations to ensure that they can relay or transmit information from the State EOC to the public in the disaster area.

c. Advanced Alert Level

Prepare initial press releases detailing increased readiness activities. Provide protective action guidance to the public as appropriate. Coordinate with affected local governments as needed.

3. **Response Operations**

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- (1) Coordinate with the Governor's Press Secretary and the Public Safety Press contact to prepare initial press releases detailing increased readiness activities. Provide protective action guidance to the public as appropriate.
- (2) Assist with the preparation/transmission of EAS messages if required. See also Annex B: Communications and Warning.
- (3) Disseminate news releases to the public to provide information on the disaster situation and guidance on protective actions.
- (4) Disseminate news releases and daily Situation Reports from the State EOC via the agency's Web Site.
- (5) Establish and maintain a rumor control telephone number for the general public to call for information.
- (6) Coordinate the release of information with other agencies of the state, federal, and local governments, and volunteer agencies.
- (7) Augment the PAO staff with PAO Reservists and additional personnel from other VDEM divisions and/or with PAO personnel from other state agencies.

b. Emergency Phase

Disaster strikes or is imminent. An emergency response is required to save lives and protect property.

- (1) Establish a PAO staff on site if required.
- (2) Arrange for appropriate photographic coverage in the disaster area. Assemble a photographic team composed of media representatives from the affected areas and if, available, members of the major wire services, as well as hired photographic staff. State aircraft from the Department of Aviation or, alternatively, air transport by the Civil Air Patrol may be requested. If air transportation is not available, state-owned and private automobiles will be used by team members.
- (3) Prepare news releases for media representatives who visit the state EOC or briefing site in the disaster area or who telephone requesting disaster-related information.
- (4) Keep the Governor's Press Secretary and the Public Safety Press contact informed directly concerning the emergency/disaster situation. Continue to coordinate the preparation of news releases.

c. Emergency Relief Phase

Assistance is provided to affected individuals and organizations. Stop-gap measures (such as tent cities and potable water trucks) are implemented in order to provide essential services. Damage assessment surveys are conducted. This phase ends when the locality is no longer in an official state of emergency.

- (1) Establish a PAO staff on site if required.
- (2) Continue to maintain liaison through the State EOC with the EOCs of impacted localities. Coordinate directly with local PAO's as appropriate.
- (3) Continue previous checklist items as necessary.
- (4) Provide daily news releases for the public about the extent of damages and ongoing state activities, to include mitigation.

4. **Recovery Operations**

Essential facilities and services are restored. Displaced persons return to their homes. Federal disaster assistance programs are implemented. “Normal” conditions are restored. Severely damaged structures are rebuilt or demolished and replaced. The damaged parts of the transportation, water, and communications infrastructure are replaced. The economy is restored. The duration of this period may extend for two years or more, depending upon the severity of the disaster.

- a. Provide PAO staff to the DFO Joint Information Center (JIC) as required.
- b. Provide information to the public about available disaster relief assistance. (See Volume 2 - Recovery)
- c. Provide information to the public about mitigation programs and activities.

Annex C, Attachment 1

# NEWS RELEASE

## Virginia Department of Emergency Services

Contact:

FOR IMMEDIATE RELEASE

Date

News Release No. 2

### VIRGINIA DECLARED A FEDERAL DISASTER AREA

RICHMOND, VA -- Virginia Governor \_\_\_\_\_ announced late yesterday that President \_\_\_\_\_ has granted a disaster declaration for the Commonwealth of Virginia. This declaration was made as a result of the wind and water damage caused by Hurricane Fran on September 5-6 and the potential for severe flooding in the next 48 hours that may result.

"I appreciate the quick response to my request for a federal disaster declaration," Governor \_\_\_\_\_ said. "The Commonwealth can now begin moving forward to recover from the effects of Hurricane Fran."

The disaster declaration begins the process of making federal funds available to support the recovery needs of affected residents and businesses. The preliminary damage assessment will not be completed for the next several days, at which time the specific locations and types of disaster assistance available can be determined.

Assistance for individuals and families can include grants for temporary housing, home repairs and other serious disaster-related needs. Low-interest loans may also be available to help cover uninsured private property and business property losses.

Once the preliminary disaster assessment is complete, those in need of aid will be able to apply immediately by calling a toll-free number. Those making application should be prepared to provide basic information about themselves, their insurance coverage, and any other information that will help substantiate losses.

###

Annex C, Attachment 2  
**EAS PROCEDURES**

**NOTIFICATION AND WARNING**

Once it is decided that the Emergency Alert System (EAS) will be activated, the VDEM Public Information Officer will coordinate with the Operations Director and the Communications Supervisor to:

- A. Develop an appropriate message.
- B. Coordinate with the VDEM State Coordinator or Deputy Coordinator, the Governor's Press Secretary, and the Public Safety Press Secretary as appropriate.
- C. Alert the primary relay station for EAS in Richmond to bring the Emergency Alert System to STANDBY status. Contact WRVA, 1140 AM, 780-3400.
- D. Request WRVA transmit the message over the EAS network upon direction of the Public Information Officer, Director Operations, and the Communications Supervisor. A sample EAS message follows.
- E. Notify affected jurisdictions that activation the EAS has been accomplished. Advise them of the content of the message.

**Example Emergency Alert System Message ( See Tab A)**

In the event of a radiological emergency at either of two nuclear power stations (North Anna or Surry) operated by Virginia Power, the following message will be broadcast:

- 1. "This is an important message from the Department of Emergency Management. It is NOT a test, repeat, NOT a test.
- 2. There may be a release of radioactive material from the North Anna/Surry Power Station as a result of \_\_\_\_\_, an accident/incident at (time) \_\_\_\_\_ today.
- 3. Please keep tuned to your EAS radio or television station for up-to-date information.
- 4. Repeat...this is NOT a test. There is an emergency at the North Anna/Surry Nuclear Power Station. Keep tuned to this EAS station for information you need to know to keep you and your family safe.
- 5. In the event of an evacuation order, this station will broadcast where you should go and when and what route to travel. Please stay turned for additional information.

Annex C, Attachment 2, Tab A  
**EAS MESSAGE**

EAS Message #\_\_\_\_\_

**EAS MESSAGE**

**Virginia Department of Emergency Management**

**THIS IS AN EXERCISE:  
THESE EVENTS DID NOT OCCUR**

**Public Notification with No Action Necessary**

This is the Emergency Alert System. The Governor of Virginia has activated the Emergency Alert System because of an incident at the **Surry/North Anna/North Anna Nuclear Power Station**.

The **Surry/North Anna Power Station** has declared a(n) **Unusual Event/Alert/Site Area Emergency/General Emergency**. This is the **first/second/third/fourth** of four emergency classification levels. Because of the potential for conditions at the power station to worsen, the Governor has decided to alert the public in the area of the **Surry/North Anna Nuclear Power Station** to stay tuned to this Emergency Alert Station. No precautionary actions are necessary at this time. However, the Virginia Department of Emergency Management and the Virginia Department of Health are monitoring the situation. If conditions warrant, additional information and instructions will be broadcast on this station.

Information concerning the **Surry/North Anna Nuclear Power Station** and emergency preparedness can be found in the Emergency Planning Information Calendar distributed to all residents and businesses within 10 miles of the plant and in the beginning of the Yellow Pages section of area telephone directories. This information includes Protective Action Zone descriptions, evacuation routes, Evacuation Assembly Centers and instructions on protective actions.

Annex C, Attachment 3  
**VIRGINIA PUBLIC INQUIRY CENTER**

**MISSION**

The mission of the Virginia Public Inquiry Center (VPIC) is to provide a single point of contact for the general public to call and receive current and accurate information regarding a specific event or threat. The state government will provide this information.

**ORGANIZATION**

- A. The VPIC is a combined effort of several state agencies under the leadership of the Department of Emergency Management (VDEM). A VPIC Coordinating Committee, with representatives from VDEM, Department of Motor Vehicles, and Department of Health will develop policies and procedures for the VPIC.
- B. During an emergency or disaster situation, the VDEM Public Affairs Office is responsible for determining the need for a public inquiry operation and for initiating the activation of the VPIC.
- C. VDEM will manage the VPIC operations.
- D. The Department of Motor Vehicles will provide facilities and equipment to operate the VPIC.
- E. Employees from selected state agencies will be invited to volunteer for staff positions in the VPIC.

**CONCEPT OF OPERATIONS**

- A. During normal operations
  - 1. The VPIC Coordinating Committee will initiate review and update of policies and procedures.
  - 2. VDEM will establish points of contact with state agencies.
  - 3. State agencies will recruit VPIC staff using a staff position profile provided by the Office of the Governor.
  - 4. VDEM will provide training for VPIC staff.
  - 5. VDEM maintains an updated roster of staff members and how to contact them.

- B. When a disaster is threatening, pending or has occurred, VDEM alerts state agencies participating in the VPIC regarding VPIC activation.
  - 1. VDEM determines threshold for activation of VPIC.
  - 2. VDEM leads in determining level of VPIC activation.
  - 3. VDEM prepares and implements VPIC staffing schedule.
  - 4. If additional VPIC staff is needed, VDEM will provide their training.
  - 5. VDEM will determine if VPIC backup site will be activated.
- C. In time of emergency
  - 1. VDEM initiates activation of VPIC through DMV.
  - 2. VDEM contacts VPIC staff members about activation schedule.
  - 3. VDEM contacts other state agencies whose presence is needed at the VPIC or if a representative of an agency needs to be available to respond to inquiries.
  - 4. VDEM provides official, verified and releasable information for VPIC staff to respond to inquiries.
  - 5. VPIC staff will maintain a record of inquiries, responses and actions.
  - 6. Someone will be designated to identify rumors and misinformation and bring to attention of the Public Affairs Officer on duty.
  - 7. VPIC staff will refer calls as appropriate to various local, state, federal, volunteer and private sector agencies.
  - 8. VDEM leads in determining if VPIC level of activation needs to be increased or decreased.
  - 9. VDEM coordinates with VPIC Committee and the Governor's Office to determine timeline for de-activating VPIC.
- D. After an activation
  - 1. VDEM leads evaluation of operation.
  - 2. VDEM leads analyses of inquiries and actions taken.

3. VDEM provides analyzed data to interested parties or agencies.
4. VDEM may assist in determining if a thank you to citizens who volunteered to donate goods or services is appropriate.

## **ACTION CHECKLIST**

### **1. Routine Operations**

- A. Establish VPIC Coordinating Committee
  - 1) Develop and maintain support agreements and liaison arrangements with other state agencies.
  - 2) Keep Committee informed of pending situations that may warrant activation of the VPIC.
- B. Develop standard operating procedures (SOPs) to carry out the VPIC function.
- C. Maintain current lists of state employees trained to staff VPIC.
- D. Develop and conduct training for VPIC staff.
- E. Maintain updated information about DMV equipment and facility capabilities.

### **2. Increased Readiness**

A situation has occurred or is developing that may impact the public. There may be a threat or the perception of a threat to public safety.

- A. VDEM will monitor developing situation.
- B. Alert VPIC Coordinating Committee on the potential for activation of VPIC.
- C. Designate program manager and site managers to staff VPIC
- D. Update or develop informational materials to address threatening situation.
- E. Confirm availability of VPIC staff.

### **3. Response Operations**

Public interest in a situation is very high. There is a need to provide specific information about the event or the threat to the public to reduce danger or fear.

#### **A. Mobilization Phase**

VDEM determines that the VPIC should be activated.

- 1) Coordinate with Public Affairs Office to develop message to the public that information about the situation is available at the VPIC.
- 2) Coordinate with DMV for access to facility.
- 3) Prepare staffing schedule and contact VPIC staff.
- 4) Confirm that VPIC staff knows how to access entry to DMV during and after hours.
- 5) Designate someone to review previous VPIC training with activated staff.
- 6) Publish VPIC telephone number.
- 7) Determine if current computer program or manual setup will capture needed inquiry information.

**B. Emergency Phase**

VPIC is operational.

- 1) Establish VPIC at DMV with staff from state agencies.
- 2) Monitor operation
- 3) Analyze inquiries and adjust information and/or procedures to meet needs.
- 4) If additional VPIC staff is needed, designate a trainer.

**4. Recovery Operations**

Crisis is over; level of danger is minimal; request for information reduced.

**A. De-activate VPIC.**

- 1) Inform VPIC staff.
- 2) Inform DMV.

**B. Analyze call activity and service provided.**

**C. Evaluate policies and procedures.**

**D. Evaluate facilities and equipment.**

- E. If appropriate, provide a thank you via phone call or mail to citizens who offered to volunteer their serve or goods.
- F. Distribute analyzed data to interested people or agencies